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THE TIME ACCOUNTING SYSTEM

A COMPUTER DATABASE PACKAGE FOR RECORDING EMPLOYEE TIME SHEET INFORMATION

Report No. 88-36-K

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ABSTRACT

A computer database package was developed for the Construction Group at Pickering NGS, which allows time sheet information to be stored in a single database, and reconciles the worked hours with the appropriate charge numbers for accurate and timely reporting. This package was developed using DBASE III PLUS. Information for reports and ad hoc queries may be readily obtained by using the DBASE III PLUS built-in query language. This report contains a User's Guide which explains how to use the package, and a Reference Manual which describes the various features of the software package.

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To Mr. K.D. Trebilcock
Manager
Pickering GS 'B' - Construction

THE TIME ACCOUNTING SYSTEM

A COMPUTER DATABASE PACKAGE FOR RECORDING EMPLOYEE TIME SHEET INFORMATION

The Construction Group at the Pickering NGS were faced with the task of recording and reporting time sheet information every fiscal week, and reconciling discrepancies in their accounts in the month-end reports.

The Time Accounting System (TAS), developed by the Reliability and Statistics Section of the Operations Research Department, was designed to address the problem of accurately recording and reporting the amount of hours charged to various accounts every fiscal week, and to serve as a source of information to assist in reconciling month-end reports. To provide flexibility in supplying information for reports and ad hoc queries, DBASE III PLUS was used to develop TAS.

In designing TAS, consideration was allowed for systems already developed and implemented. In order to avoid dulpicating functions, the scope of TAS was carefully defined to encompass only the function of tracking weekly labour distribution, and to specifically exclude the generation of weekly time sheets and the management of account numbers – computer systems have already been implemented to assist with these functions.

The Appendix to this report includes a User's Guide and a Reference Manual. These documents explain how to use the package, and describe the various features of the application.

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THE TIME ACCOUNTING SYSTEM

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1. TAS Overview

The functions within TAS may be grouped into two general categories: *Time Sheet Processing* and *Tables Management*. Time Sheet Processing includes the entry of time sheet information, the posting and purging of time sheet transactions, and the generation of summary reports. Tables Management is concerned with the maintenance of descriptive tables used to define employees, jobs, shifts, and gangs. These tables are logically linked to each other, and are used to maintain consistency within TAS.

All posted time sheet transactions are stored in one central database. This database serves as the main source of information for reports and queries. Convenient access to this database is obtained through the DBASE III PLUS query language, and through pre-specified reports.

2. User's Guide

In this part of the manual, you will journey through TAS using some sample data, and perform exercises to familiarize you with the basic functions of TAS: starting with the definition of the TAS Tables, followed by the inputting of time sheet information, posting time sheet information, purging time sheet information and, finally, quitting TAS. The last section of the User's Guide will show you how to access the main TAS database in order to use the query language of DBASE III PLUS to obtain information.

2.1. Getting Started

2.1.1. What you need

To use TAS, you need :

- An IBM PC/XT/AT or compatible computer with at least 512K of memory, and:

  two 360K floppy disk drives
  — or—
  a hard disk plus a floppy disk drive (recommended configuration).

- The master TAS diskette.

- A printer (optional).

2.1.2. Copying the master diskette

You can run TAS from the master diskette or from a copy of the master diskette. It is recommended that TAS be run from a copy of the master diskette, and the master diskette stored in a safe location as a back-up. Never make changes to the programs on the TAS master diskette.

To copy the TAS master diskette, follow the procedure for your particular hardware configuration:

Two floppy drive system

- Place the TAS master diskette in drive A.
- Place a formatted blank diskette in drive B.
- Type : **copy a:*.* b:** **{Return}**.
- Remove the TAS master diskette from drive A and store in a safe location.
- Remove the copy of the TAS diskette from drive B. Use this working copy when running TAS.

Hard disk and floppy drive system

- Create a sub-directory on your hard disk to store the copy of the TAS diskette.
- Make this sub-directory the active directory.
- Place the TAS master diskette in the floppy drive.
- Type : **copy a:*.*** **{Return}**.
- Remove the TAS master diskette from the floppy drive and store in a safe location.

2.1.3. Starting TAS

Two floppy drive system

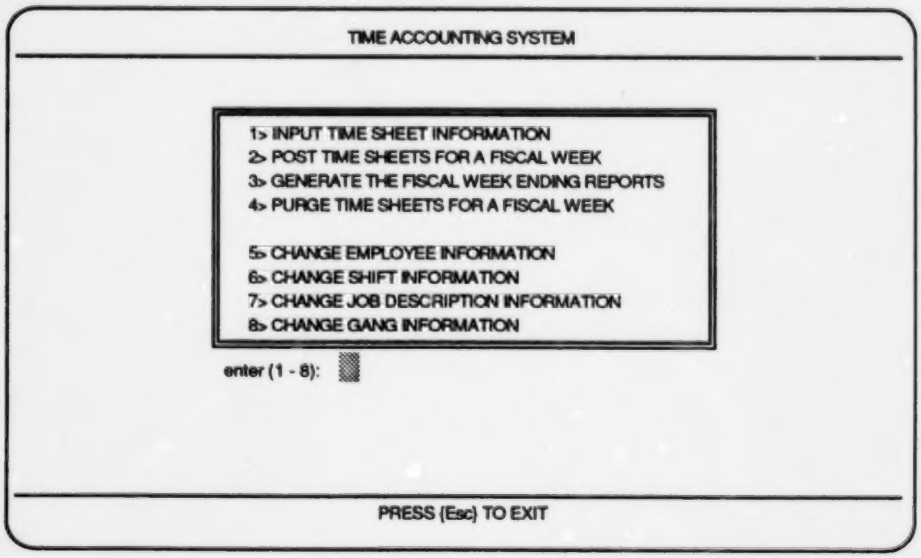
- Place the DBASE III PLUS master diskette in drive A.
- Place the working copy of the TAS diskette in drive B.
- Type : **dbase** **{Return}**.
- After DBASE is up and running (make sure it is in the dot mode), type: **set default to b** **{Return}**.
- Type : **do tas** **{Return}**.

Hard disk and floppy drive system

This procedure assumes that DBASE III PLUS is installed on your hard disk and there is a path command to indicate where to find the DBASE program.

- Make the sub-directory where the working copy of TAS is stored the active directory.
- Type : **dbase** **{Return}**.
- After DBASE is up and running (make sure it is in the dot mode), type: **do tas** **{Return}**.

When TAS has been successfully launched, the display will show the TAS primary menu:

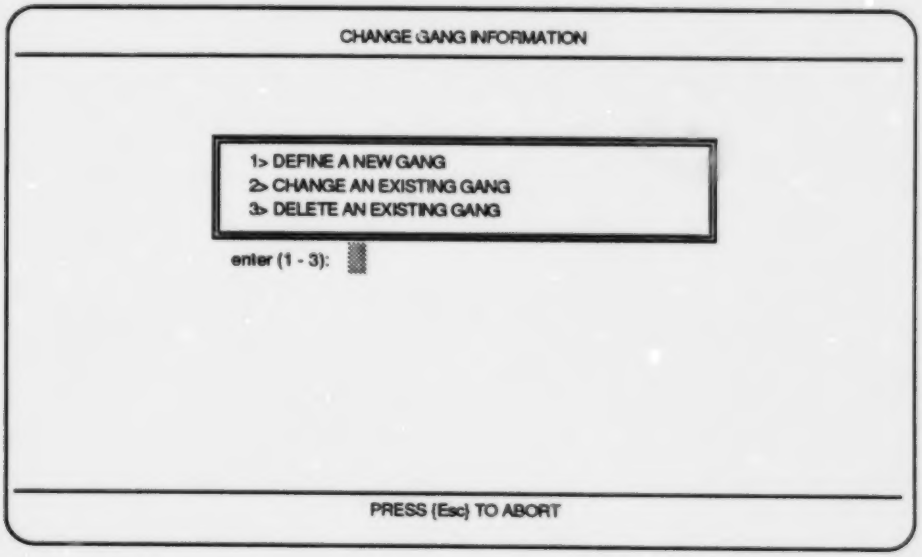

TIME ACCOUNTING SYSTEM
1> INPUT TIME SHEET INFORMATION
2> POST TIME SHEETS FOR A FISCAL WEEK
3> GENERATE THE FISCAL WEEK ENDING REPORTS
4> PURGE TIME SHEETS FOR A FISCAL WEEK
5> CHANGE EMPLOYEE INFORMATION
6> CHANGE SHIFT INFORMATION
7> CHANGE JOB DESCRIPTION INFORMATION
8> CHANGE GANG INFORMATION
enter (1 - 8):
PRESS (Esc) TO EXIT

2.2. Defining Tables

The TAS diskette is supplied in a clean state, with no data in any of the files. To begin using TAS, you must first define the TAS tables by entering data for Gangs, Shifts, Jobs and Employees. The Gang table, Shift table, and Job table may be defined in any order, but the Employee table must be defined after the Gang, Shift ,and Job tables are defined.

2.2.1. Defining Gangs

To change gang information, select option 8 from the primary menu. Another panel will appear and display the available options.


CHANGE GANG INFORMATION
1> DEFINE A NEW GANG
2> CHANGE AN EXISTING GANG
3> DELETE AN EXISTING GANG
enter (1 - 3):
PRESS (Esc) TO ABORT

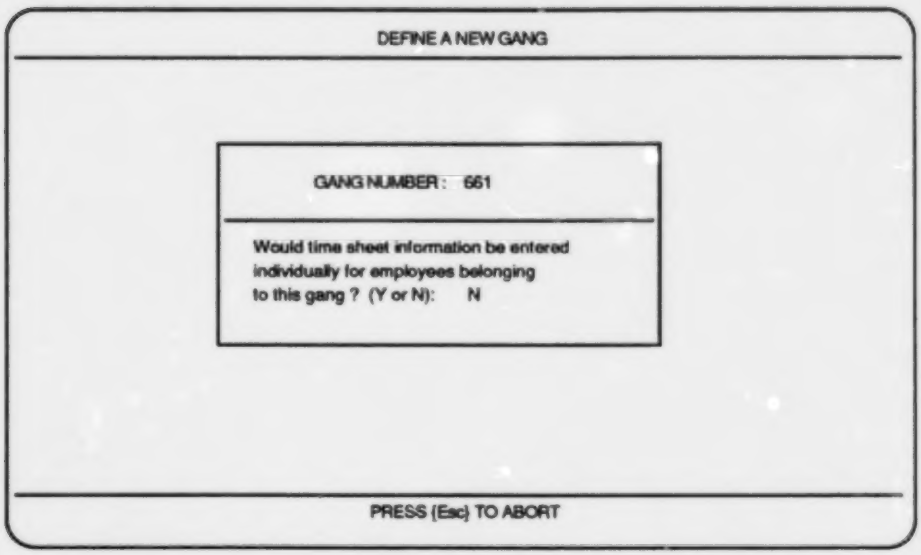
To define a gang, select option 1 from this panel. You will be asked to enter a Gang Number, and to indicate whether the employees who belong to this gang will have their time sheets input individually.

Time sheets may be entered as a gang or individually. Gang input means that time spent on jobs that the gang worked on during the week are entered collectively for each job; an individual's time contribution to each job is not recorded. Individual input means that all the jobs that the individual employee worked on, together with the time spent on each job, is recorded.

We will define two gangs for this demonstration:

- enter 661 into the first field for the Gang Number
- enter N into the second field for the individual input indicator.

Press **{Return}** to complete the entry in each field.


DEFINE A NEW GANG
GANG NUMBER: 661
Would time sheet information be entered individually for employees belonging to this gang ? (Y or N): N
PRESS (Esc) TO ABORT

When a blank form returns, enter the following for the second gang:

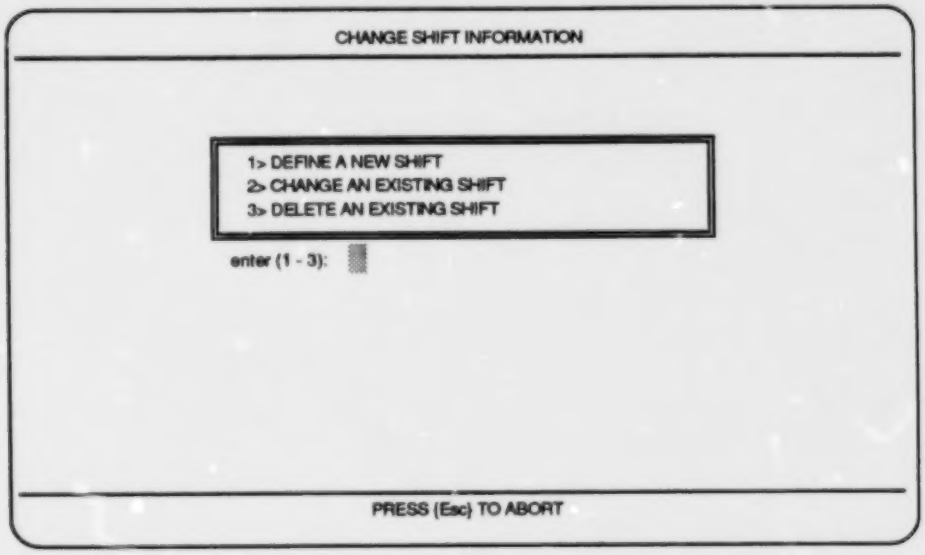
- type 662 into the first field for the Gang Number
- type Y into the second field for the individual input indicator.

Remember to press **{Return}** to complete the entry in each field.

When a blank form returns, press **{Esc}** to stop defining gangs. Then press **{Esc}** again to return to the TAS primary menu.

2.2.2. Defining Shifts

To change shift information, select option 6 from the primary menu. Another panel will appear and display the available options.

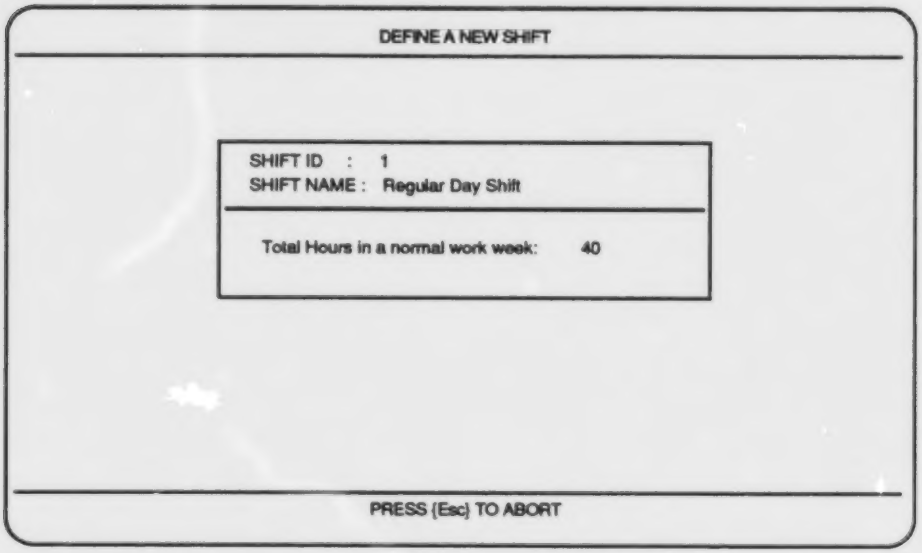

CHANGE SHIFT INFORMATION
1> DEFINE A NEW SHIFT
2> CHANGE AN EXISTING SHIFT
3> DELETE AN EXISTING SHIFT
enter (1 - 3):
PRESS (Esc) TO ABORT

To define a shift, select option 1 from this panel. You will be asked to enter a Shift Name, and to specify the number of hours in a normal work week for this shift. The Shift Id is determined by TAS and displayed in the first field, you cannot change the Shift Id.

Let us define one shift. Enter the following information:

- type "Regular Day Shift" , without the quotes, for the Shift Name
- type 40 for the number of hours in a normal work week for this shift.

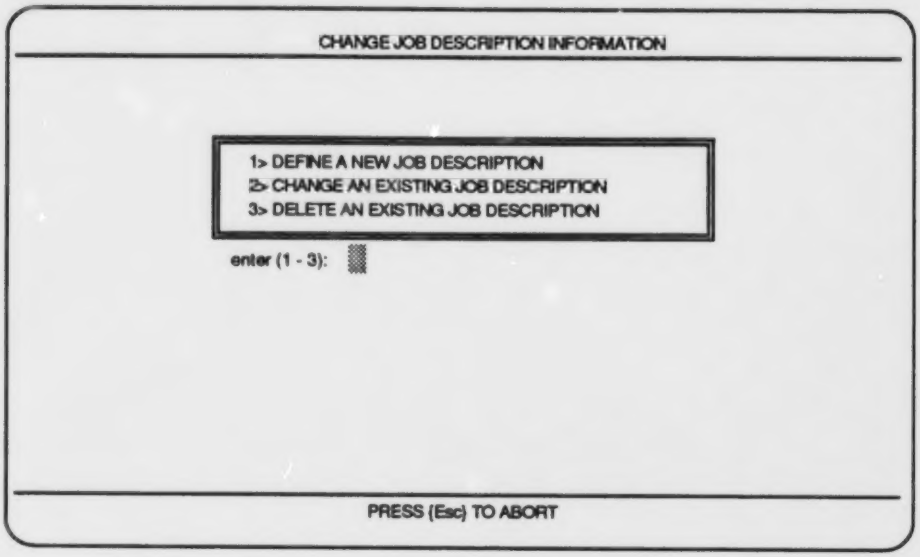
Press **{Return}** to complete the entry in each field.



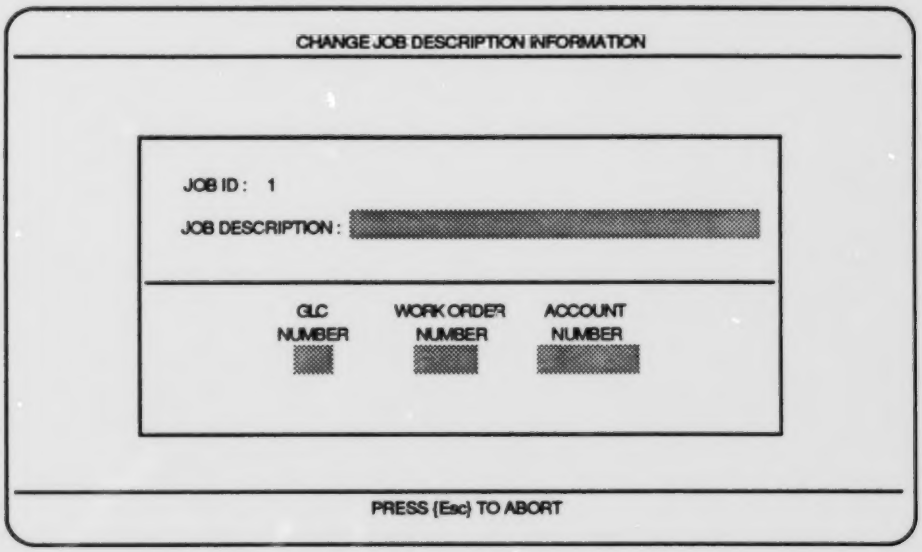
When a blank form returns, press **{Esc}** to stop defining shifts. Then press **{Esc}** again to return to the TAS primary menu.

2.2.3. Defining Jobs

To change job information, select option 7 from the primary menu. Another panel will appear and display the available options.


CHANGE JOB DESCRIPTION INFORMATION
1> DEFINE A NEW JOB DESCRIPTION
2> CHANGE AN EXISTING JOB DESCRIPTION
3> DELETE AN EXISTING JOB DESCRIPTION
enter (1 - 3):
PRESS (Esc) TO ABORT

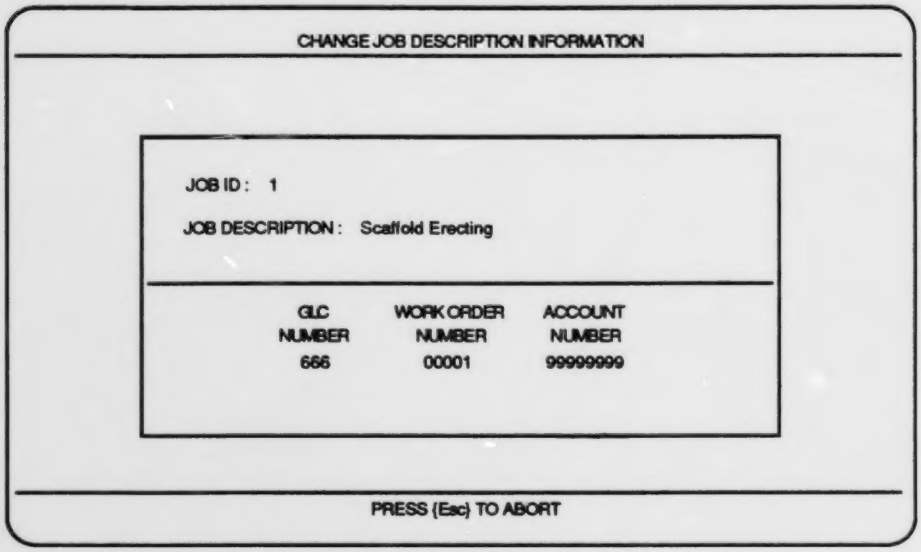
To add a new job description, select option 1 from this panel. You will be asked to enter a Job Description, and to associate a charge number with this Job Description; the charge number is made up of three parts: the GLC Number, the Work Order Number, and the Account Number. The Job Id is determined by TAS and displayed in the first field, and, like the Shift Id, you cannot change the Job Id.



We will define three jobs:

- enter "Scaffold Erecting" , without the quotes, for the Job Description
- enter 666 for the GLC Number
- enter 00001 for the Work Order Number
- enter 99999999 for the Account Number.

Press **{Return}** to complete the entry in each field.



When a blank form returns, enter the following for the second job:

- enter "Pipe Fitting" , without the quotes, for the Job Description
- enter 666 for the GLC Number
- enter 00002 for the Work Order Number
- enter 88888888 for the Account Number.

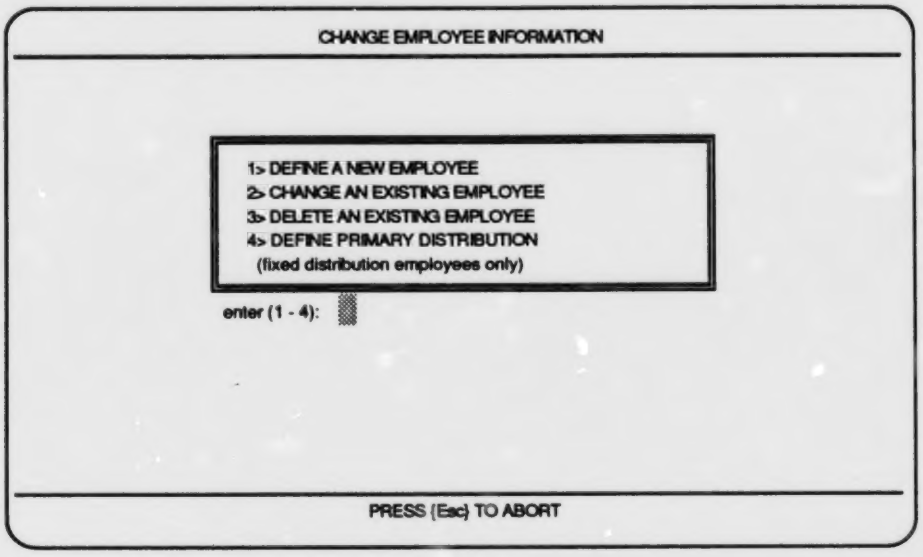
and finally, enter the following for the third job:

- enter "Welding" , without the quotes, for the Job Description
- enter 666 for the GLC Number
- enter 00003 for the Work Order Number
- enter 77777777 for the Account Number.

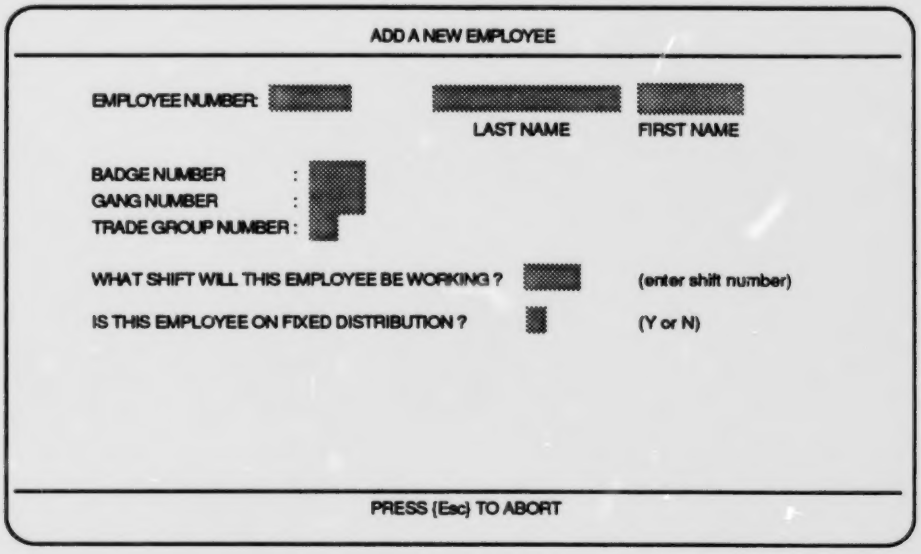
When a blank form returns, press **{Esc}** to stop defining jobs. Then press **{Esc}** again to return to the TAS primary menu.

2.2.4. Defining Employees

To change employee information, select option 5 from the primary menu. Another panel will appear and display the available options.


CHANGE EMPLOYEE INFORMATION
1> DEFINE A NEW EMPLOYEE
2> CHANGE AN EXISTING EMPLOYEE
3> DELETE AN EXISTING EMPLOYEE
4> DEFINE PRIMARY DISTRIBUTION
(fixed distribution employees only)
enter (1 - 4):
PRESS (Esc) TO ABORT

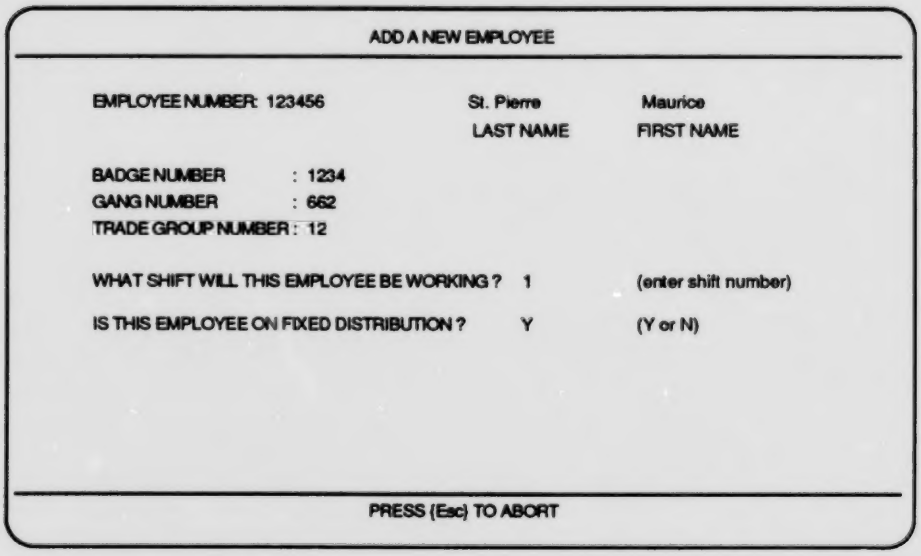
To add a new employee, select option 1 from this panel. You will be asked to enter several pieces of information, as shown in the illustration below.



We will add five employees with various combinations of data. For the first employee:

- enter 123456 for the Employee Number
- enter "St. Pierre", without the quotes, for the last name
- enter "Maurice", without the quotes, for the first name
- enter 1234 for the Badge Number
- enter 662 for the Gang Number
- enter 12 for the Trade Group Number
- enter 1 for the Shift Number (i.e. Shift Id)
- enter Y for the fixed distribution indicator.

Press **{Return}** to complete the entry in each field.



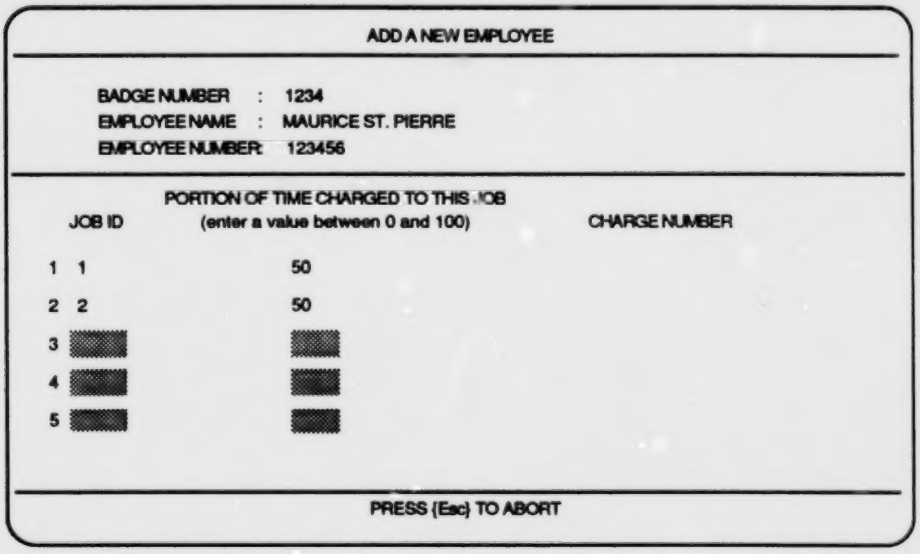
Remember, Gang Number 662 was defined to have individual input status. The only employees who can be on fixed distribution are those who belong to gangs with individual input status.

If the employee is on fixed distribution, you will be asked if you want to define the primary distribution at this point in time; only employees on fixed distribution can have a primary distribution.

- Type Y, or simply press **{Return}**, to define the primary distribution now.

Another panel will appear for you to fill in with the primary distribution information:

- enter 1 for the Job Id
- enter 50 for the portion of time charged to this job
- enter 2 for the next Job Id
- enter 50 for the portion of time charged to this job.



Press **(PgDn)** to accept the sheet of data. Every week, this employee charges 50% of his time to Job Id 1 and the other 50% of his time to Job Id 2. TAS will verify the existence of the specified Job Ids and display their associated charge numbers; TAS will also ensure that 100% of the employee's time has been allocated to jobs.

- Press **(Return)** to confirm the data.

When a blank form returns, enter the following data for the next four employees:

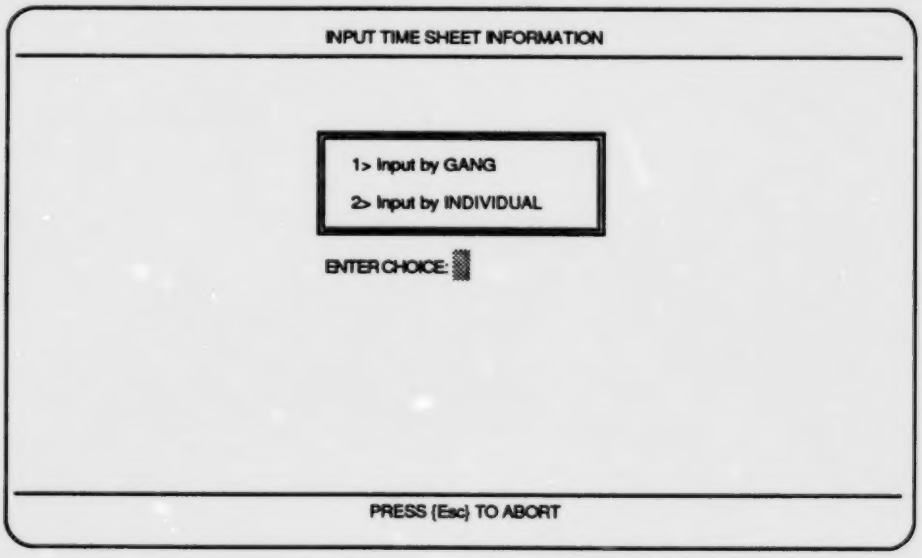
Employee Number	Last Name	First Name	Badge Number	Gang Number	Trade Group Number	Shift Number	Fixed Distrib.
912342	Rixon	Charles	2344	662	12	1	N
789123	Roberts	Marvin	5436	661	11	1	N
897653	Hargrave	John	2432	661	11	1	N
876572	Zane	Joseph	7624	661	11	1	N

When a blank form returns, press **(Esc)** to stop adding employees. Then press **(Esc)** again to return to the TAS primary menu.

2.3. Inputting Time Sheet Information

There are two methods for entering time sheet information – gang input or individual input. Remember when we defined gangs 661 and 662, we defined gang 661 so that employees in this gang will not have their time sheets input individually, while employees on gang 662 must have their time sheets input individually. In other words, time sheet information for gang 661 will be entered via the gang input method, and time sheet information for employees in gang 662 will be entered via the individual input method. From the employee data we see there are three employees in gang 661 and two employees in gang 662.

To enter time sheet information, for either gangs or individuals, select option 1 from the TAS primary menu. The following panel will appear and display choices for the two inputting methods.



2.3.1. Gang Inputs

To enter time sheet information for gang 661, select option 1 from this panel. You will be asked to specify the Gang Number, the Fiscal Year and Fiscal Week, and the Page Number:

- enter 661 for the Gang Number and press **{Return}**
- enter 87 for the Fiscal Year and press **{Return}**, or simply press **{Return}** to accept the default value displayed
- for the Fiscal Week: enter 11, press **{Return}**, enter 2, and press **{Return}**
- enter 1 for the Page Number, and press **{Return}**.

INPUT TIME SHEET INFORMATION

GANG NUMBER : 661
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)

PAGE NUMBER : 1

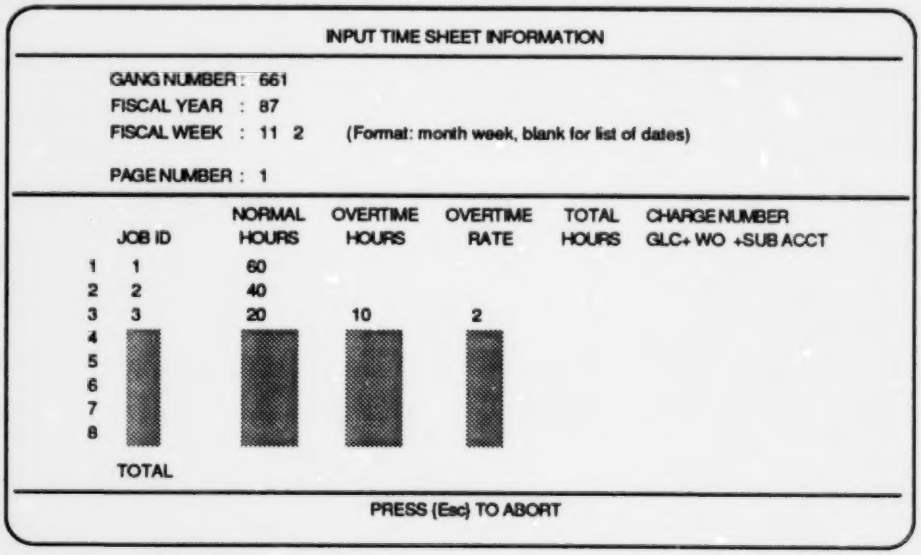
	JOB ID	NORMAL HOURS	OVERTIME HOURS	OVERTIME RATE	TOTAL HOURS	CHARGE NUMBER GLC+ WO +SUB ACCT
1						
2						
3						
4						
5						
6						
7						
8						
	TOTAL					

PRESS {Esc} TO ABORT

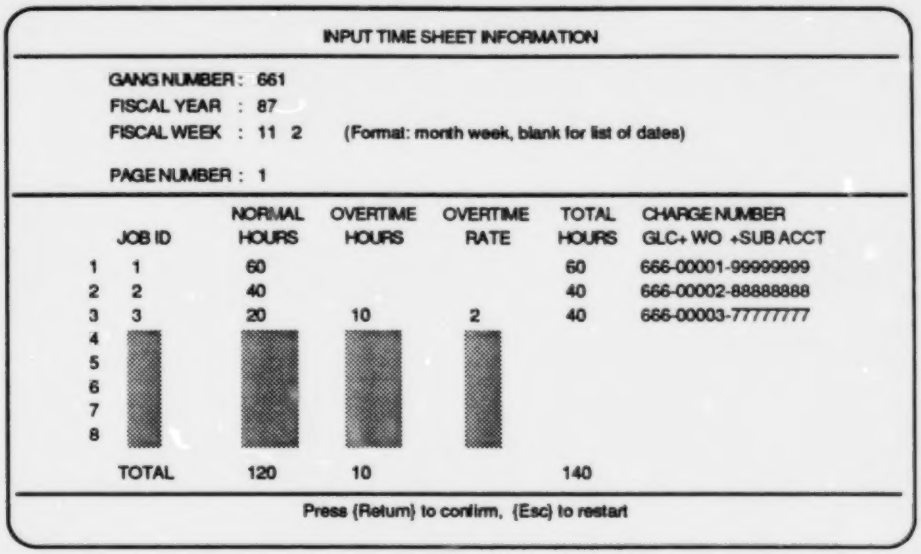
Once the Gang Number and the Fiscal Week have been validated, input fields for the time sheet information will appear in the bottom section of the form. Enter the following information:

Job Id	Normal Hours	Overtime Hours	Overtime Rate
1	60		
2	40		
3	20	10	2

After the last value has been entered, press **(PgDn)** to accept the sheet of data.



TAS will calculate the total hours charged to each job and display this number under the column heading TOTAL HOURS. The associated charge number for each Job Id is also displayed at this time. The numbers on the bottom line represent the totals of the values in the column above it.



INPUT TIME SHEET INFORMATION

GANG NUMBER : 661
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)

PAGE NUMBER : 1

	JOB ID	NORMAL HOURS	OVERTIME HOURS	OVERTIME RATE	TOTAL HOURS	CHARGE NUMBER GLC+ WO +SUB ACCT
1	1	60			60	666-00001-99999999
2	2	40			40	666-00002-88888888
3	3	20	10	2	40	666-00003-77777777
4						
5						
6						
7						
8						
	TOTAL	120	10		140	

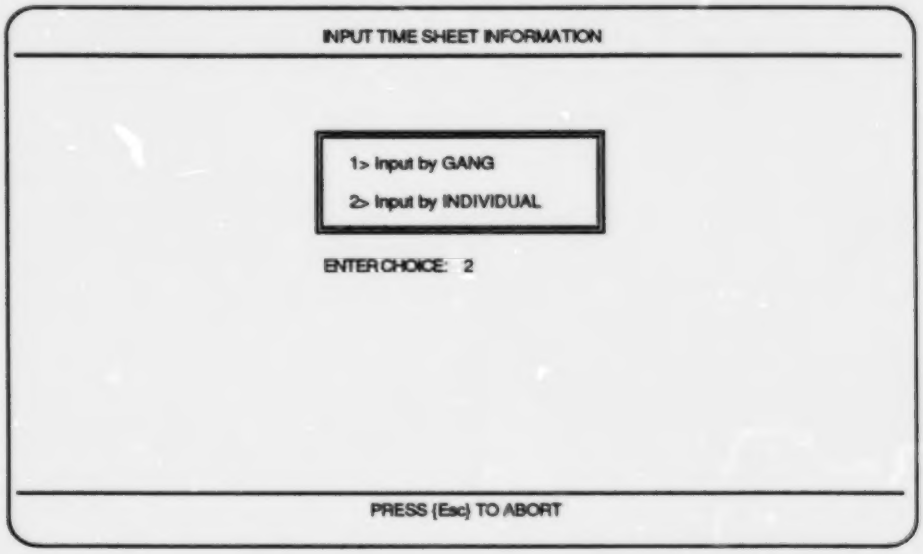
Press (Return) to confirm, (Esc) to restart

- Press **(Return)** to confirm the data.

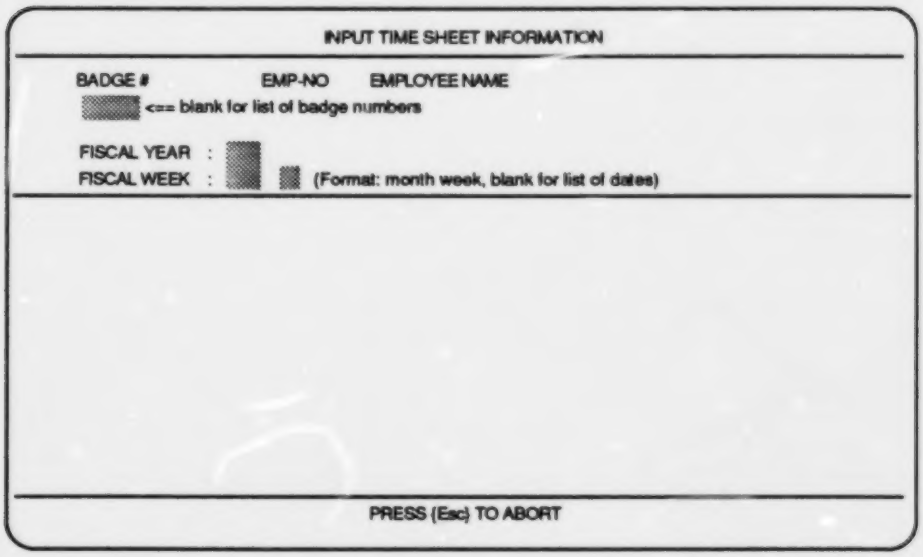
When the blank form returns, the header information will still be there, and the Page Number will be incremented by 1. You may overtype these values to specify a different gang and fiscal week. For now, let's press **(Esc)** to end gang input of time sheet information and return to the menu one level up.

2.3.2. Individual Inputs

When we defined our employees, two employees were assigned to Gang Number 662, which means these two employees must have their time sheet information entered individually. Select option 2 from the panel to input time sheet information individually.



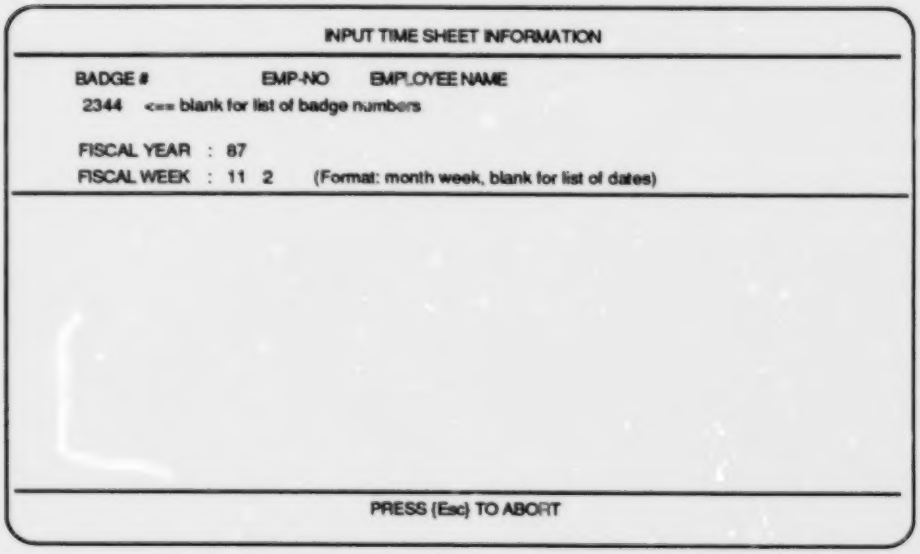
The following panel will appear and you will be asked to specify the employee's Badge Number, the Fiscal Year, and the Fiscal Week.


INPUT TIME SHEET INFORMATION
BADGE # EMP-NO EMPLOYEE NAME
<== blank for list of badge numbers
FISCAL YEAR :
FISCAL WEEK :
(Format: month week, blank for list of dates)
PRESS (Esc) TO ABORT

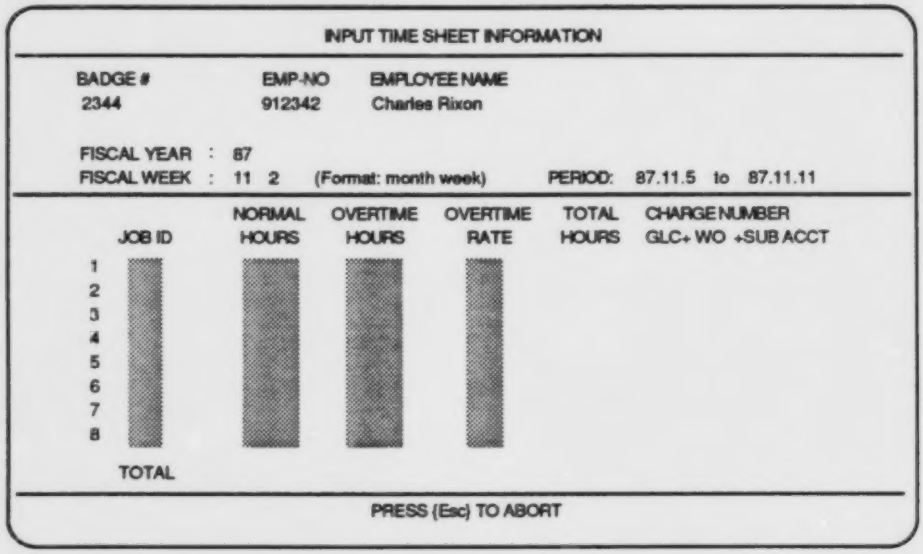
2.3.3. Individual Inputs (Variable Distribution)

Of our two employees, one is on fixed distribution and the other is on variable distribution. When you enter the employee's Badge Number, TAS will determine whether the employee is on fixed or variable distribution, and invoke the appropriate input panel. Let's enter the following data:

- enter 2344 for the Badge Number
- enter 87 for the Fiscal Year
- for the Fiscal Week: enter 11, press **(Return)**, enter 2, and press **(Return)**.


INPUT TIME SHEET INFORMATION
BADGE #
EMP-NO
EMPLOYEE NAME
2344 <== blank for list of badge numbers
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
PRESS (Esc) TO ABORT

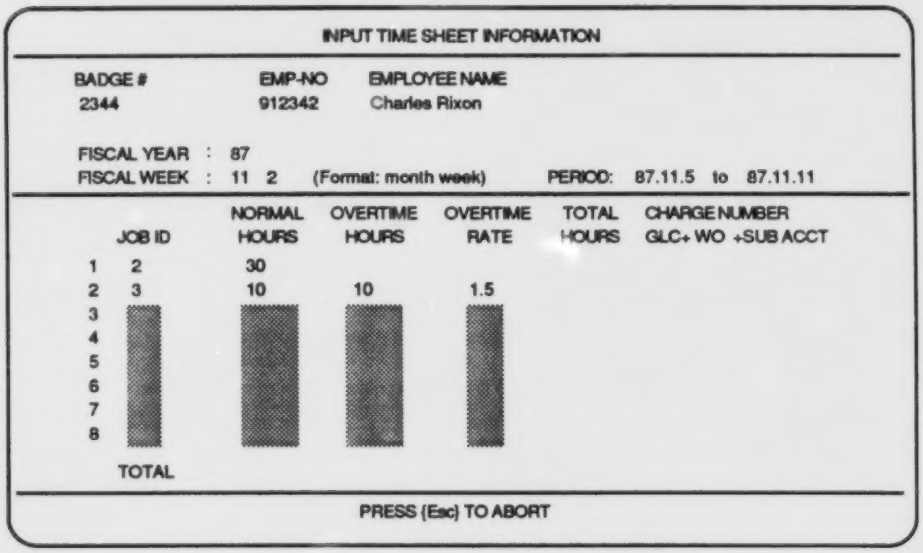
TAS will verify the Badge Number and display the employee's name and Employee Number, and show the fiscal week's start date and end date. Input fields for the time sheet information will appear in the bottom section of the form, similar in format to the gang input form. This input format is for employees with individual input status who are on variable distribution.



Enter the following information:

Job Id	Normal Hours	Overtime Hours	Overtime Rate
2	30		
3	10	10	1.5

Press **{Return}** to skip past fields which have no data to be entered. After the last value has been entered, press **{PgDn}** to accept the sheet of data.



Similar to the gang input method, TAS will calculate the total hours charged to each job and display this number under the column heading TOTAL HOURS. The associated charge number for each Job Id is also displayed at this time. The numbers on the bottom line represent the totals of the values in the column above it.

INPUT TIME SHEET INFORMATION

BADGE # 2344 | EMP-NO 912342 | EMPLOYEE NAME Charles Rixon

FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week) PERIOD: 87.11.5 to 87.11.11

	JOB ID	NORMAL HOURS	OVERTIME HOURS	OVERTIME RATE	TOTAL HOURS	CHARGE NUMBER GLC+ WO +SUB ACCT
1	2	30			30	666-00002-88888888
2	3	10	10	1.5	25	666-00003-77777777
3						
4						
5						
6						
7						
8						
	TOTAL	40	10		55	

Press {Return} to confirm, {Esc} to restart

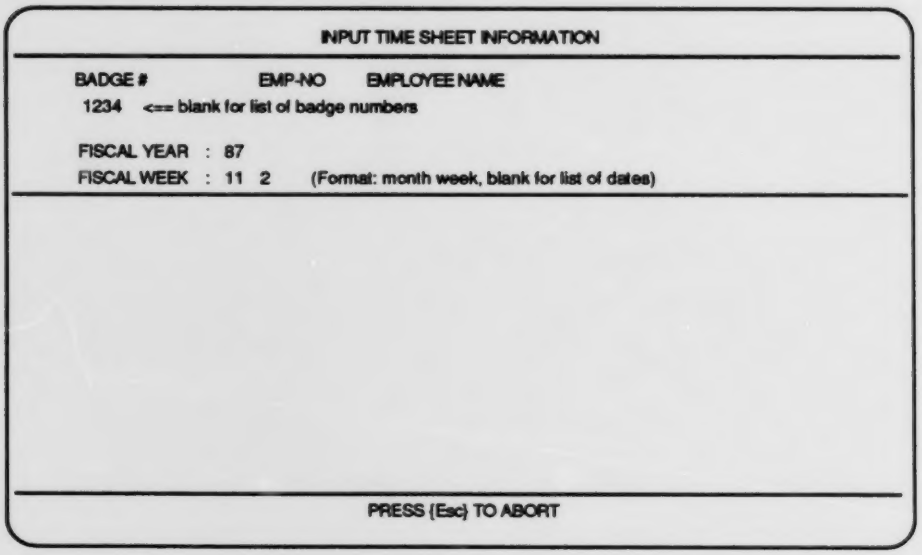
- Press **{Return}** to confirm the data.

When the blank form returns, we can proceed to enter time sheet information for the next employee.

2.3.4. Individual Inputs (Fixed Distribution)

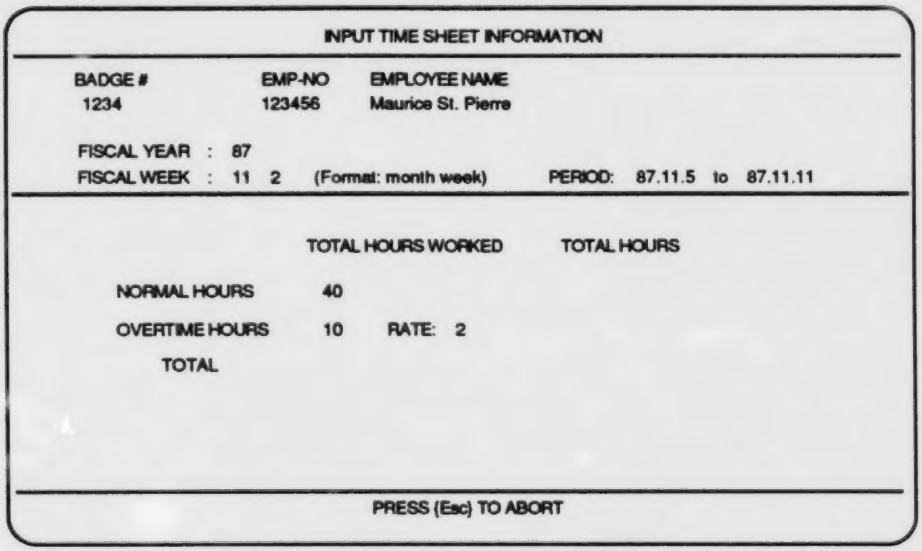
Our next employee is on fixed distribution. Enter the following identifying data:

- enter 1234 for the Badge Number
- enter 87 for the Fiscal Year
- for the Fiscal Week: enter 11, press **{Return}**, enter 2, and press **{Return}**.

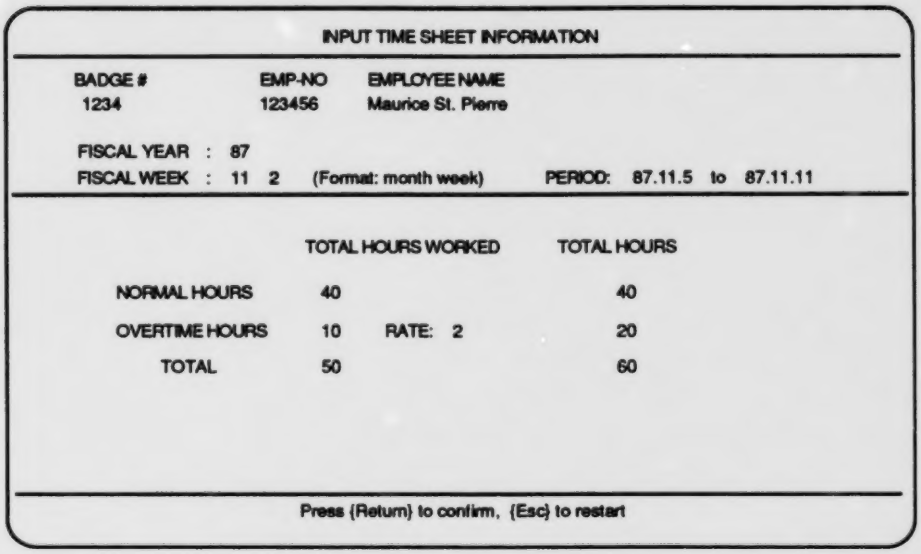

INPUT TIME SHEET INFORMATION
BADGE #
EMP-NO
EMPLOYEE NAME
1234 <== blank for list of badge numbers
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
PRESS {Esc} TO ABORT

Again, TAS will verify the Badge Number and display the employee's name and Employee Number, and show the fiscal week's start date and end date. Input fields for the time sheet information will appear in the bottom section of the form. The format here is different from the input format for individuals on variable distribution. No Job Id's are specified because they were already specified when we defined the employee's primary distribution.

- enter 40 for Normal Hours, press **(Return)**
- enter 10 for Overtime Hours, press **(Return)**
- enter 2 for Rate, press **(Return)**.



TAS will calculate and display the total hours charged by this employee.



INPUT TIME SHEET INFORMATION

BADGE # 1234 | EMP-NO 123456 | EMPLOYEE NAME Maurice St. Pierre

FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week) PERIOD: 87.11.5 to 87.11.11

	TOTAL HOURS WORKED		TOTAL HOURS
NORMAL HOURS	40		40
OVERTIME HOURS	10	RATE: 2	20
TOTAL	50		60

Press (Return) to confirm, (Esc) to restart

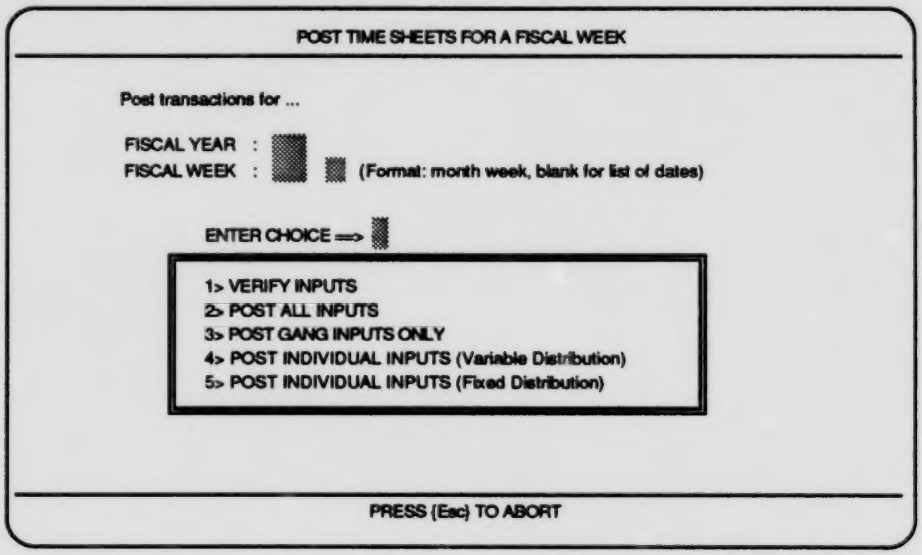
- Press **(Return)** to confirm the data.

If this employee had no time exceptions to report for the fiscal week, then no time sheet input would be required. The time sheet information, in this case, would automatically be created during the posting process, using shift information and the employee's primary distribution.

When the blank form returns, press **(Esc)** to end individual input of time sheet information, and press **(Esc)** again to return to the TAS primary menu.

2.4. Posting Time Sheet Information

When time sheet information is entered in TAS, the data is stored in a Temporary Storage File (TSF). Changes may be made to data in TSF. To make the time sheet information in TSF part of the main TAS database, the data for the fiscal week must be posted. To post time sheets for a fiscal week, select option 2 from the TAS primary menu. The following panel will appear. You are asked to specify the Fiscal Year, the Fiscal Week, and to select one of several options.


POST TIME SHEETS FOR A FISCAL WEEK
Post transactions for ...
FISCAL YEAR :
FISCAL WEEK :
(Format: month week, blank for list of dates)
ENTER CHOICE ==>
1> VERIFY INPUTS
2> POST ALL INPUTS
3> POST GANG INPUTS ONLY
4> POST INDIVIDUAL INPUTS (Variable Distribution)
5> POST INDIVIDUAL INPUTS (Fixed Distribution)
PRESS (Esc) TO ABORT

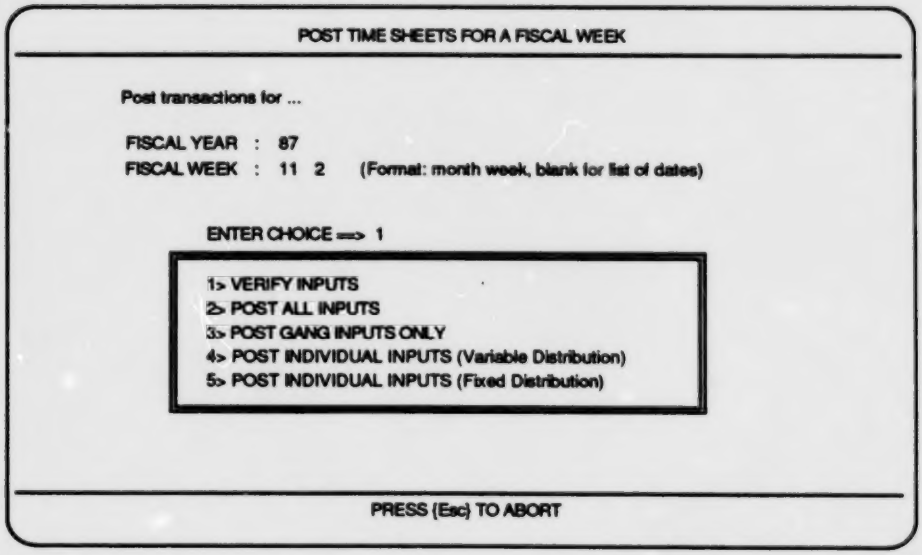
2.4.1. Verifying Inputs

It is advisable to verify all inputs before actually posting time sheets. The verification process checks that all gangs with gang input status, and all employees with individual input status who are on variable distribution, have time sheet information for the specified fiscal week.

Employees with individual input status who are on fixed distribution do not have their records checked because, if no time sheet information was entered for such an employee, TAS will create time sheet records during the posting process using shift information and the employee's primary distribution.

Let's verify all inputs for the fiscal week 112:

- enter 87 for the Fiscal Year
- for the Fiscal Week: enter 11, press **(Return)**, enter 2, and press **(Return)**
- enter 1 for the choice of options.


POST TIME SHEETS FOR A FISCAL WEEK
Post transactions for ...
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
ENTER CHOICE ==> 1
1> VERIFY INPUTS
2> POST ALL INPUTS
3> POST GANG INPUTS ONLY
4> POST INDIVIDUAL INPUTS (Variable Distribution)
5> POST INDIVIDUAL INPUTS (Fixed Distribution)
PRESS (Esc) TO ABORT

TAS will display the message:

Checking records for any omissions, please wait ...

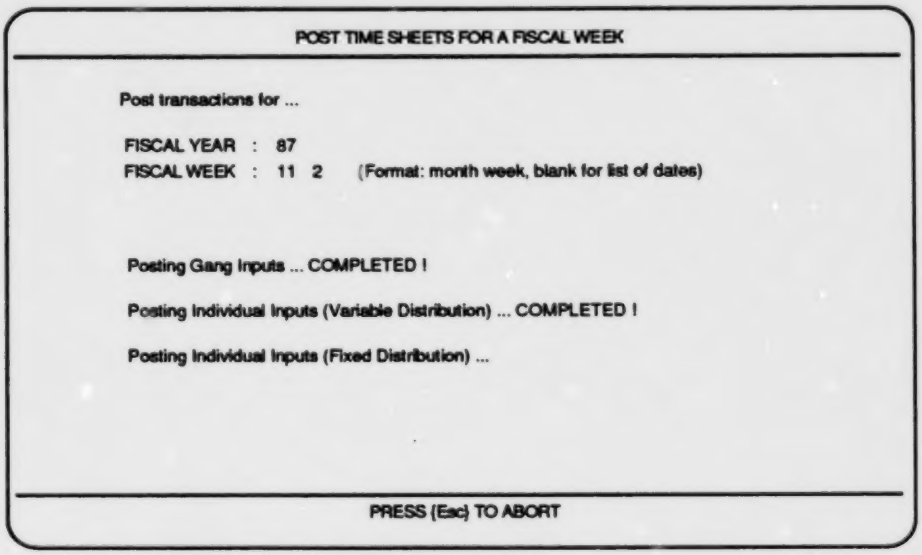
When the verification is complete, the Posting menu will reappear and a message at the bottom of the screen will say:

All records are complete, posting may proceed.

2.4.2. Post All Inputs

Now that all the inputs have been successfully verified, press **{Return}** three times until the cursor is positioned in the choice selection field. Proceed with posting all inputs by entering 2 and pressing **{Return}**.

Posting will proceed in three stages: gang inputs will be posted first, then individual inputs for employees on variable distribution will be posted next, followed by individual inputs for employees on fixed distribution. The display will look as follows during the posting operation:


POST TIME SHEETS FOR A FISCAL WEEK
Post transactions for ...
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
Posting Gang Inputs ... COMPLETED !
Posting Individual Inputs (Variable Distribution) ... COMPLETED !
Posting Individual Inputs (Fixed Distribution) ...
PRESS {Esc} TO ABORT

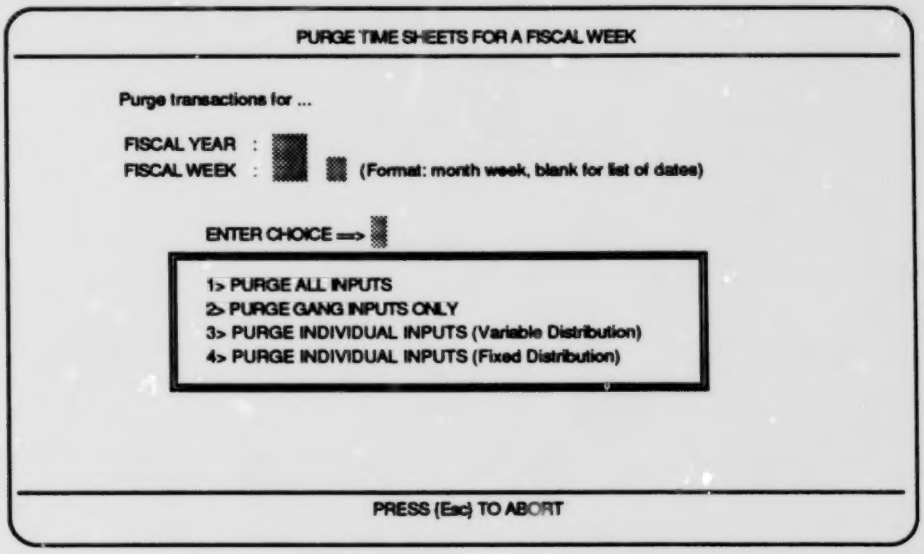
After the posting operation is completed, the posting menu will reappear and a message at the bottom will display:

Posting Completed !

Press **{Esc}** to end posting and return to the TAS primary menu.

2.5. Purging Time Sheet Information

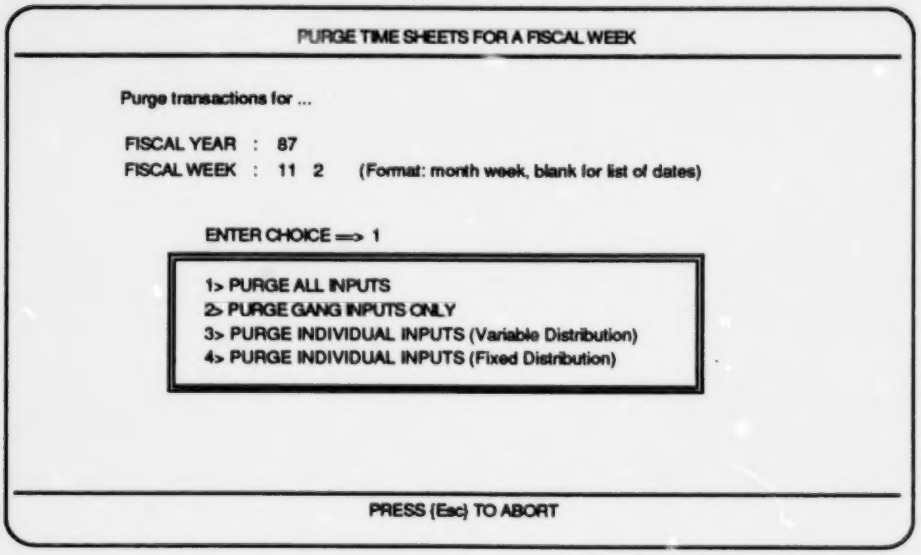
Once time sheets have been posted to the main TAS database, the time sheet data should be removed, or purged, from TSF. To purge time sheet information, select option 4 from the TAS primary menu. The following panel will appear, and you are asked to specify the Fiscal Year , the Fiscal Week, and to select one of several options.


PURGE TIME SHEETS FOR A FISCAL WEEK
Purge transactions for ...
FISCAL YEAR :
FISCAL WEEK :
(Format: month week, blank for list of dates)
ENTER CHOICE ==>
1> PURGE ALL INPUTS
2> PURGE GANG INPUTS ONLY
3> PURGE INDIVIDUAL INPUTS (Variable Distribution)
4> PURGE INDIVIDUAL INPUTS (Fixed Distribution)
PRESS (Esc) TO ABORT

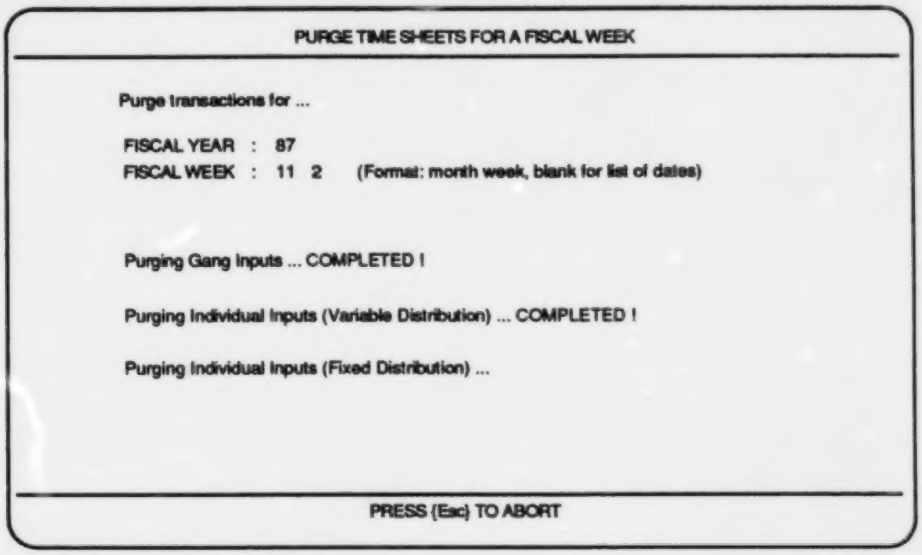
2.5.1. Purge All Inputs

Since all time sheet inputs for fiscal week 112 have been successfully posted, let's now purge these inputs from TSF:

- enter 87 for the Fiscal Year
- for the Fiscal Week: enter 11, press **{Return}**, enter 2, and press **{Return}**
- enter 1 for the choice of options.


PURGE TIME SHEETS FOR A FISCAL WEEK
Purge transactions for ...
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
ENTER CHOICE ==> 1
1> PURGE ALL INPUTS
2> PURGE GANG INPUTS ONLY
3> PURGE INDIVIDUAL INPUTS (Variable Distribution)
4> PURGE INDIVIDUAL INPUTS (Fixed Distribution)
PRESS {Esc} TO ABORT

TAS will proceed to purge inputs in three stages: gang inputs will be purged first, then individual inputs for employees on variable distribution will be purged next, followed by individual inputs for employees on fixed distribution. The display will look as follows during the purging operation:


PURGE TIME SHEETS FOR A FISCAL WEEK
Purge transactions for ...
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
Purging Gang Inputs ... COMPLETED !
Purging Individual Inputs (Variable Distribution) ... COMPLETED !
Purging Individual Inputs (Fixed Distribution) ...
PRESS {Esc} TO ABORT

After the purging operation is completed, the purging menu will reappear and a message at the bottom will display:

Purging Completed !

Press **{Esc}** to end purging and return to the TAS primary menu.

2.6. Querying TAS

The process chain, from Inputting Time Sheet Information through to Purging Time Sheet Information, will be repeated each fiscal week. As historical records accumulate in the main TAS database, summary information may be obtained by querying this main database.

To gain access to the main TAS database, you will have to exit from TAS and return to the DBASE III PLUS Command Environment:

- press **{Esc}** to exit from the TAS primary menu.

You should now see the DBASE III PLUS command status line with the dot prompt. Open the main TAS database by submitting the following command; TAS is the name of the main TAS database.

- **use TAS** **{Return}**

You may now query the database using the DBASE III PLUS query language. To end the query process:

- enter the command:
  quit **{Return}**
  This exits DBASE III PLUS and returns you to DOS

  or

- enter the command:
  use **{Return}**
  This closes the TAS database, but leaves you in DBASE III PLUS.

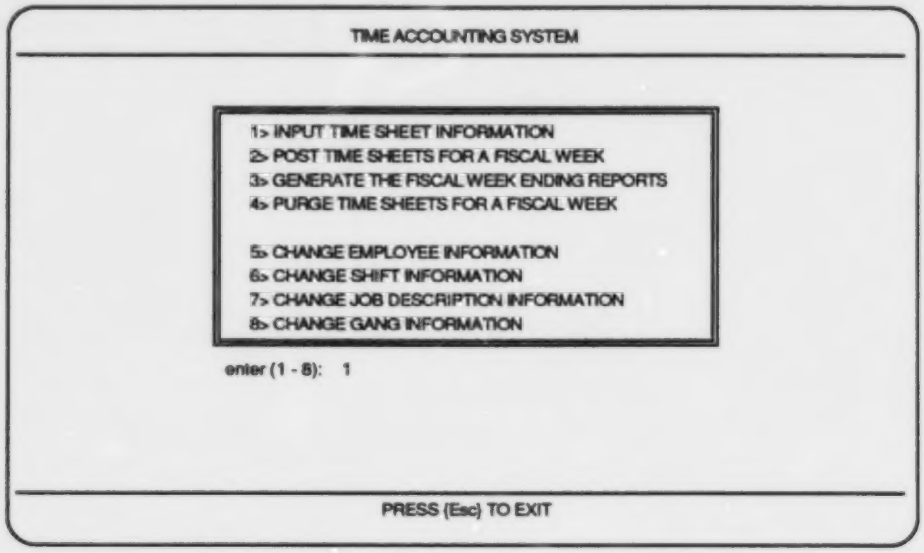
3. Reference Manual

This part of the manual contains information about the various functions within TAS. Each function is described in the sequence as laid out in the TAS primary menu.

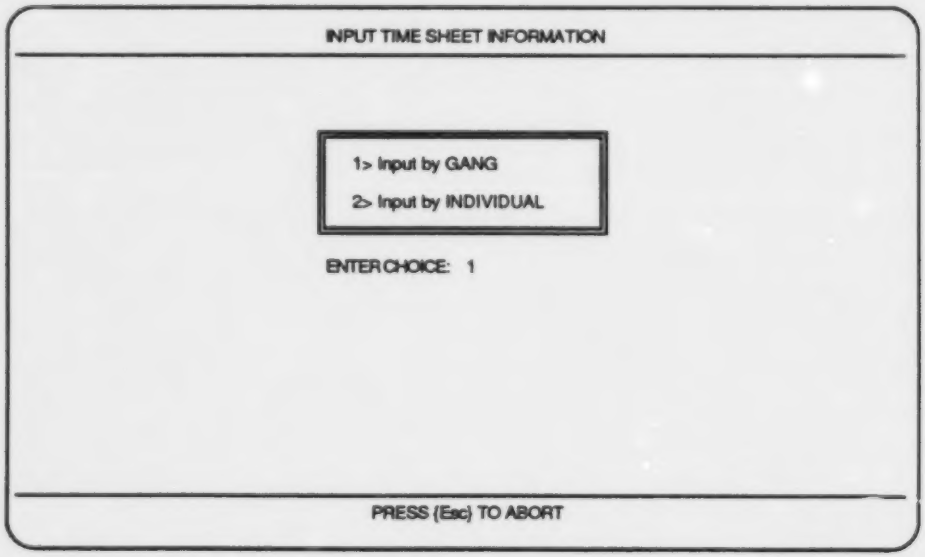
If unfamiliar with TAS, the user should first read the **TAS User's Guide**. By working through the practices there, the user will learn the basics and become familiar with the overall design of TAS.

3.1. Input Time Sheet Information

To enter time sheet information for gangs or individuals, select option 1 from the TAS primary menu.

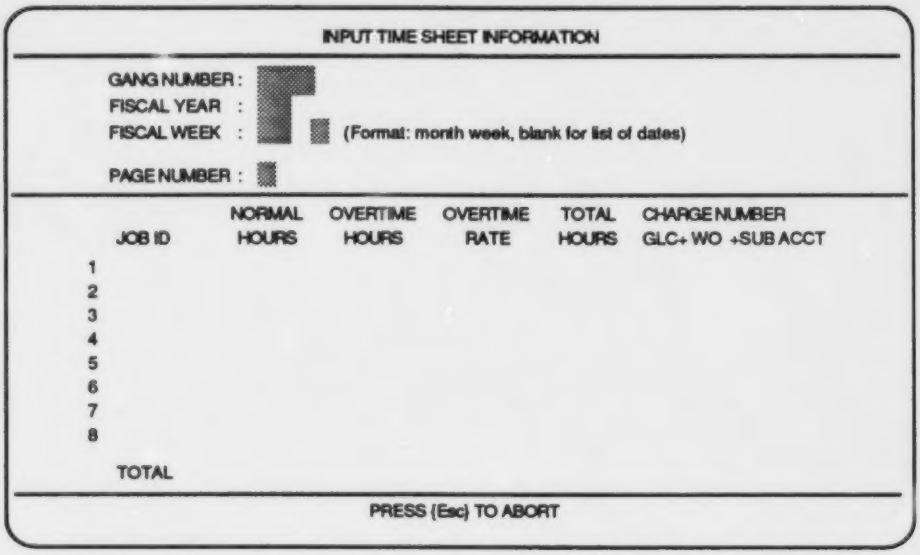

TIME ACCOUNTING SYSTEM
1> INPUT TIME SHEET INFORMATION
2> POST TIME SHEETS FOR A FISCAL WEEK
3> GENERATE THE FISCAL WEEK ENDING REPORTS
4> PURGE TIME SHEETS FOR A FISCAL WEEK
5> CHANGE EMPLOYEE INFORMATION
6> CHANGE SHIFT INFORMATION
7> CHANGE JOB DESCRIPTION INFORMATION
8> CHANGE GANG INFORMATION
enter (1 - 8): 1
PRESS (Esc) TO EXIT

You can enter time sheet information via gang inputs, and via individual inputs for employees on fixed or variable distribution.



3.1.1. Input by Gang

Select option 1 from the Input primary menu. The "choice" field will be prefilled with the value 1, so you may simply press **{Return}** to select option 1, or you can enter the value 1 from the keyboard. The following panel will appear:



Specify the Gang Number, Fiscal Year, Fiscal Week, and Page Number. Once all the required fields have been specified, TAS will verify the entries and report any problems.

- The Gang Number can be any integer value from 0 to 9999, inclusively. If the Gang Number was not previously defined in TAS, then the following message will appear:

  **** Gang not found, or has no active employees ****

  To correct the problem, retype the Gang Number if it was incorrect, or define the Gang Number in TAS.

- The Fiscal Year can be any integer value from 0 to 99, inclusively. If the specified fiscal year does not have a corresponding file in TAS, the following message will appear:

  **** Fiscal year file not yet created ****

  To correct the problem, retype the Fiscal Year if it was incorrect, or create the fiscal year file in TAS (see **Creating Fiscal Year Files**).

- The Fiscal Week is specified by the fiscal month number, and the fiscal week number within the month. Therefore, the second fiscal week in the November fiscal month is specified as week 112.

  The month field in the Fiscal Week specification can be any integer value from 0 to 12,inclusively; and the week field in the Fiscal Week specification can be any value from 0 to 5, inclusively. TAS will verify that the combination of month number and week number is valid.

  If zero was entered in either the month or week field, then TAS will display the complete fiscal calendar for the specified Fiscal Year, and ask you to select a Fiscal Week.

INPUT TIME SHEET INFORMATION

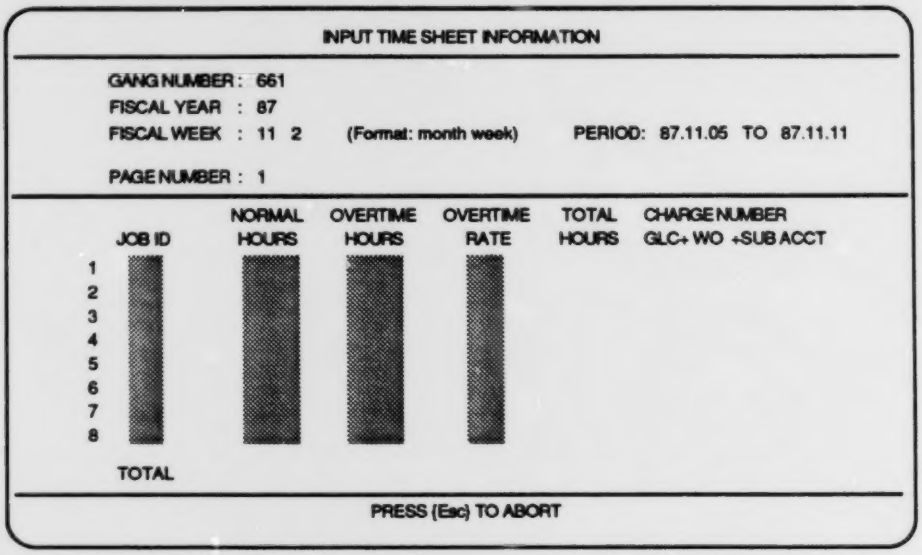
ENTER WEEK # ==> [redacted] (Format: month week)

WEEK	END-DATE	WEEK	END-DATE	WEEK	END-DATE	WEEK	END-DATE
1 1	87.01.07	4 2	87.04.15	7 3	87.07.22	10 4	87.10.28
1 2	87.01.04	4 3	87.04.22	7 4	87.07.29	11 1	87.11.04
1 3	87.01.21	4 4	87.04.29	8 1	87.08.05	11 2	87.11.11
1 4	87.01.28	5 1	87.05.06	8 2	87.08.12	11 3	87.11.18
2 1	87.02.04	5 2	87.05.13	8 3	87.08.19	11 4	87.11.25
2 2	87.02.11	5 3	87.05.20	8 4	87.08.26	12 1	87.12.02
2 3	87.02.18	5 4	87.05.27	9 1	87.09.02	12 2	87.12.09
2 4	87.02.25	6 1	87.06.03	9 2	87.09.09	12 3	87.12.16
3 1	87.03.04	6 2	87.06.10	9 3	87.09.16	12 4	87.12.23
3 2	87.03.11	6 3	87.06.17	9 4	87.09.23	12 5	87.12.30
3 3	87.03.18	6 4	87.06.24	9 5	87.09.30		
3 4	87.04.01	6 5	87.07.01	10 1	87.10.07		
3 5	87.04.08	7 1	87.07.08	10 2	87.10.14		
4 1	87.03.25	7 2	87.07.15	10 3	87.10.21		

PRESS (Esc) TO ABORT

- The Page Number can be any integer value from 1 to 9, inclusively. Thus, you may enter up to nine pages of data for each gang each fiscal week.

If TAS does not detect any problems with the data, the fiscal week start date and end date will be displayed on the same line as the Fiscal Week number, and input fields will appear in the bottom section of the panel.



You may enter up to eight job entries per page. Each job entry consists of a Job Id, the number of normal hours worked, the number of overtime hours worked, if any, and the overtime rate associated with these overtime hours. Press **(Return)** to proceed to the next input field.

- The Job Id can be any integer value from 1 to 9999, inclusively. The Job Id must have been previously defined in TAS. If the Job Id cannot be found in TAS, the following message will appear under the **CHARGE NUMBER** column for that Job Id:

  Job not found!

  The input fields will reappear for you to modify the data. To correct the problem, retype the Job Id if it was incorrect, or define the Job Id in TAS. If you wish to remove a job entry, it is sufficient to only remove the Job Id from the entry; although the remaining data for the entry will still be displayed, they are not included in the summary totals.

- Normal Hours can be any value from 0 to 999.9, inclusively

- Overtime Hours can be any value from 0 to 999.9, inclusively.

- Overtime Rate can be any value from 0 to 9.9, inclusively.

Once all the job entries for this page have been entered, press **{PgDn}** to process the data. If you have filled in all input fields, or reached the last input field by repeatedly pressing **{Return}**, the page will be processed as soon as you complete the entry in the last field by pressing the **{Return}** key. TAS will verify the Job Ids, display summary totals for the hours worked, and display the charge number associated with each Job Id.

INPUT TIME SHEET INFORMATION

GANG NUMBER : 661
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week) PERIOD: 87.11.05 TO 87.11.11

PAGE NUMBER : 1

	JOB ID	NORMAL HOURS	OVERTIME HOURS	OVERTIME RATE	TOTAL HOURS	CHARGE NUMBER GLC+ WO +SUB ACCT
1	1	60			60	666-00001-99999999
2	2	40			40	666-00002-88888888
3	3	20	10	2	40	666-00003-77777777
4						
5						
6						
7						
8						
	TOTAL	120	10		140	

Press (Return) to confirm, (Esc) to restart

- The numbers which appear under the TOTAL HOURS heading are calculated according to the following formula:

$$\text{TOTAL HOURS} = \text{NORMAL HOURS} + \text{OVERTIME HOURS} \times \text{OVERTIME RATE}$$

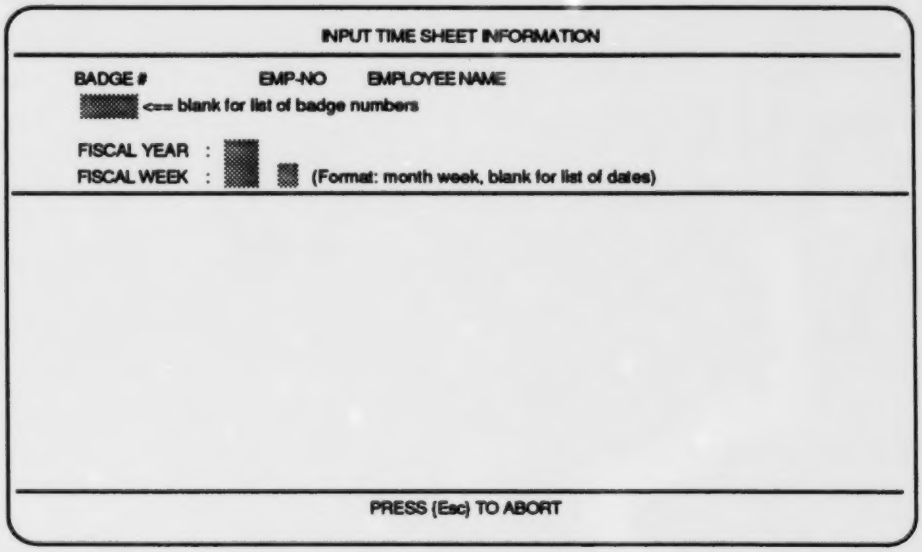
- The bottom row of TOTALS represent the sum of the numbers in the column above it.

If data had previously been entered for this gang for the specified Fiscal Year, Fiscal Week, and Page Number, then this data will reappear with the summary totals and associated charge numbers. You may then modify the job entries as necessary.

If all the Job Ids were successfully verified, you will be asked to confirm the data by pressing the **{Return}** key, or to restart the process by pressing the **{Esc}** key. If you confirmed the data by pressing the **{Return}** key, TAS will store the sheet of information in TSF (specifically, in file TSF3.DBF).

3.1.2. Input by Individual

Select option 2 from the Input primary menu by entering the value 2 from the keyboard. On the following panel, specify the employee's Badge Number, the Fiscal Year, and the Fiscal Week.



Once all the requested fields have been specified, TAS will verify the entries and report any problems.

- The Badge Number can be any integer value from 0 to 9999. The Badge Number must have been previously entered into TAS through the Employee Definition Process. If the Badge Number could not be found in TAS, the following message will appear under the Badge Number:

  **** Employee not found ****

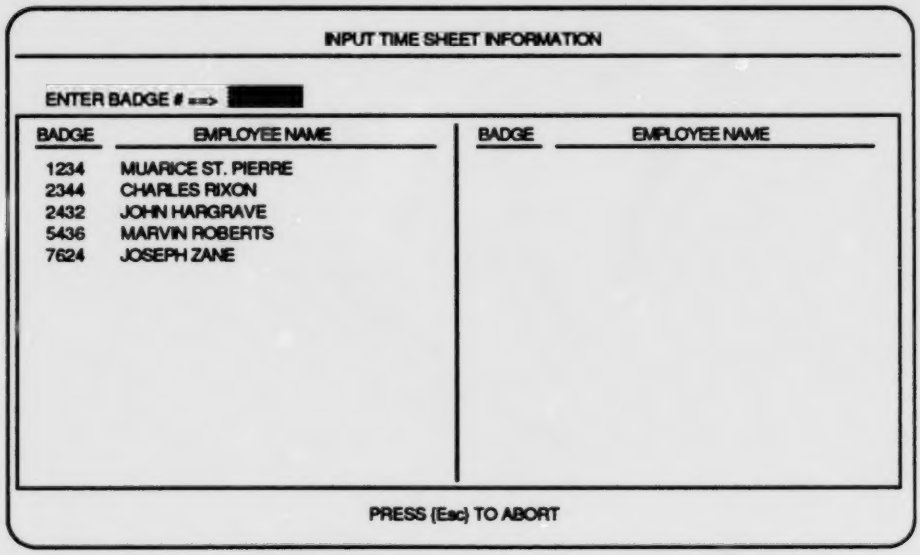
  To correct the problem, retype the Badge Number if it was incorrect, or assign the Badge Number to an employee.

  If the employee was found, but the employee belonged to a gang which did not have individual input status, the following message will appear at the bottom of the panel:

  **** Individual input not allowed for this employee ****

  To correct the problem, retype the Badge Number if it was incorrect, or move the employee to a gang with individual input status, or change the input status of the gang.

If the Badge Number field is left blank, then TAS will display a list of employees and their Badge Numbers, ordered by their Badge Numbers, and ask you to select a Badge Number.



- The Fiscal Year can be any integer value from 0 to 99, inclusively. If the specified fiscal year does not have a corresponding file in TAS, the following message will appear:

  **** Fiscal year file not yet created ****

  To correct the problem, retype the Fiscal Year if it was incorrect, or create the fiscal year file in TAS (see **Creating Fiscal Year Files**).

- The Fiscal Week is specified by the fiscal month number, and the fiscal week number within the month. Therefore, the second fiscal week in the November fiscal month is specified as week 112.

  The month field in the Fiscal Week specification can be any integer value from 0 to 12,inclusively; and the week field in the Fiscal Week specification can be any value from 0 to 5, inclusively. TAS will verify that the combination of month number and week number is valid.

If zero was entered in either the month or week field, then TAS will display the complete fiscal calendar for the specified fiscal year, and ask you to select a Fiscal Week.

INPUT TIME SHEET INFORMATION

ENTER WEEK # ==> [ ] [ ] (Format: month week)

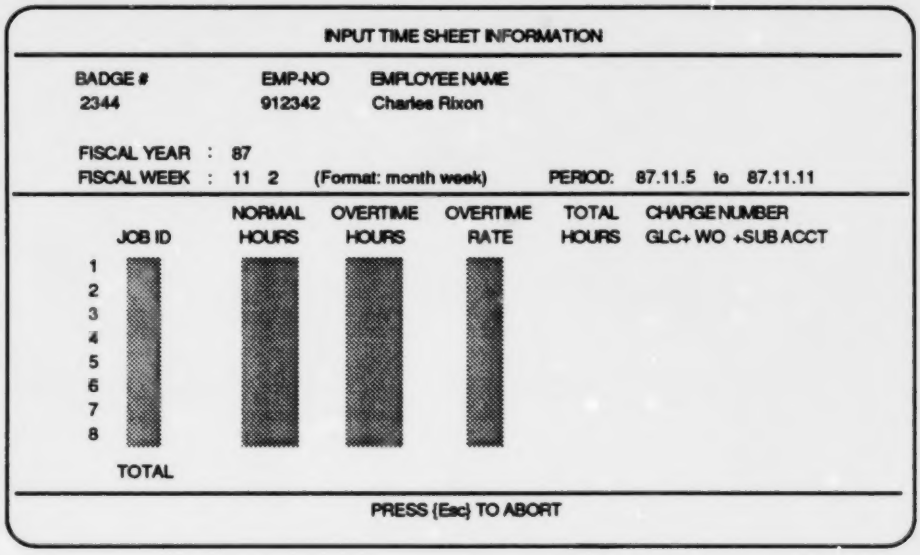
WEEK	END-DATE	WEEK	END-DATE	WEEK	END-DATE	WEEK	END-DATE
1 1	87.01.07	4 2	87.04.15	7 3	87.07.22	10 4	87.10.28
1 2	87.01.04	4 3	87.04.22	7 4	87.07.29	11 1	87.11.04
1 3	87.01.21	4 4	87.04.29	8 1	87.08.05	11 2	87.11.11
1 4	87.01.28	5 1	87.05.06	8 2	87.08.12	11 3	87.11.18
2 1	87.02.04	5 2	87.05.13	8 3	87.08.19	11 4	87.11.25
2 2	87.02.11	5 3	87.05.20	8 4	87.08.26	12 1	87.12.02
2 3	87.02.18	5 4	87.05.27	9 1	87.09.02	12 2	87.12.09
2 4	87.02.25	6 1	87.06.03	9 2	87.09.09	12 3	87.12.16
3 1	87.03.04	6 2	87.06.10	9 3	87.09.16	12 4	87.12.23
3 2	87.03.11	6 3	87.06.17	9 4	87.09.23	12 5	87.12.30
3 3	87.03.18	6 4	87.06.24	9 5	87.09.30		
3 4	87.04.01	6 5	87.07.01	10 1	87.10.07		
3 5	87.04.08	7 1	87.07.08	10 2	87.10.14		
4 1	87.03.25	7 2	87.07.15	10 3	87.10.21		

PRESS (Esc) TO ABORT

If all data fields have been successfully verified, the employee's name and Employee Number will be displayed, the fiscal week start date and end date will be displayed on the same line as the Fiscal Week number, and input fields will appear in the bottom section of the panel. The format of the input fields will depend on whether the employee is on fixed distribution or on variable distribution.

3.1.3. Individual Input (Variable Distribution)

If the employee was on variable distribution, then the input fields will appear in the format shown below:



For each fiscal week, you may enter up to eight job entries for each employee with individual input status who is on variable distribution. Each job entry consists of a Job Id, the number of normal hours worked, the number of overtime hours worked, if any, and the overtime rate associated with these overtime hours. Press **{Return}** to proceed to the next input field.

- The Job Id can be any integer value from 1 to 9999, inclusively. The Job Id must have been previously defined in TAS. If the Job Id cannot be found in TAS, the following message will appear under the **CHARGE NUMBER** column for that Job Id:

  Job not found!

  The input fields will reappear for you to modify the data. To correct the problem, retype the Job Id if it was incorrect, or define the Job Id in TAS. If you wish to remove a job entry, it is sufficient to only remove the Job Id from the entry; although the remaining data for the entry will still be displayed, they are not included in the summary totals.

- Normal Hours can be any value from 0 to 999.9, inclusively

- Overtime Hours can be any value from 0 to 999.9, inclusively.

- Overtime Rate can be any value from 0 to 9.9, inclusively.

Once all the job entries for this page have been entered, press **{PgDn}** to process the data. If you have filled in all input fields, or reached the last input field by repeatedly pressing **{Return}**, the page will be processed as soon as you complete the entry in the last field by pressing the **{Return}** key. TAS will verify the Job Ids, display summary totals for the hours worked, and display the charge number associated with each Job Id.

INPUT TIME SHEET INFORMATION

BADGE # 2344 | EMP-NO 912342 | EMPLOYEE NAME Charles Rixon

FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week) PERIOD: 87.11.5 to 87.11.11

	JOB ID	NORMAL HOURS	OVERTIME HOURS	OVERTIME RATE	TOTAL HOURS	CHARGE NUMBER GLC+ WO +SUB ACCT
1	2	30			30	666-00002-88888888
2	3	10	10	1.5	25	666-00003-77777777
3						
4						
5						
6						
7						
8						
	TOTAL	40	10		55	

Press {Return} to confirm, {Esc} to restart

- The numbers which appear under the TOTAL HOURS heading are calculated according to the following formula:

$$\text{TOTAL HOURS} = \text{NORMAL HOURS} + \text{OVERTIME HOURS} \times \text{OVERTIME RATE}$$

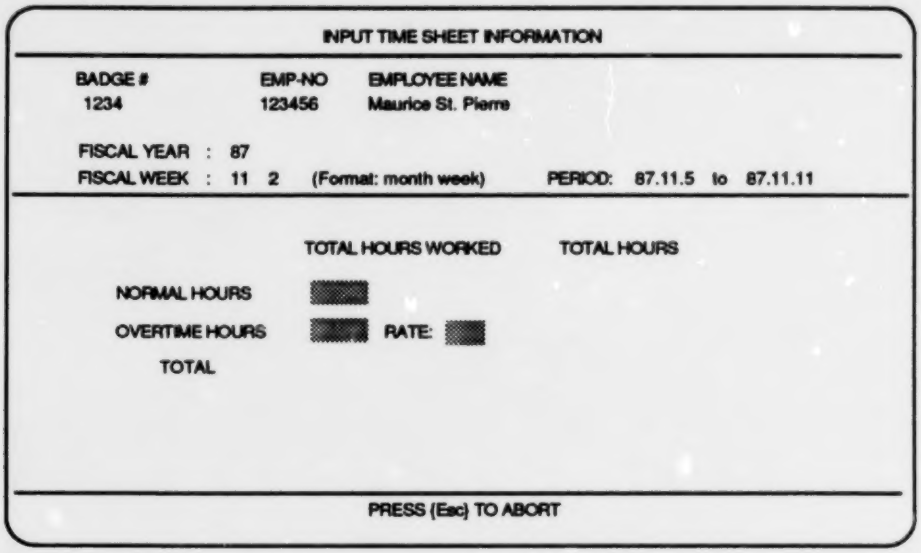
- The bottom row of TOTALS represent the sum of the numbers in the column above it.

If data had previously been entered for this employee for the specified Fiscal Year and Fiscal Week, then this data will reappear with the summary totals and associated charge numbers. You may then modify the job entries as necessary.

If all the Job Ids were successfully verified, you will be asked to confirm the data by pressing the **{Return}** key, or to restart the process by pressing the **{Esc}** key. If you confirmed the data by pressing the **{Return}** key, TAS will store the sheet of information in TSF (specifically, in file TSF2.DBF).

3.1.4. Individual Input (Fixed Distribution)

If the employee was on fixed distribution, then the input fields will appear in the format shown below:

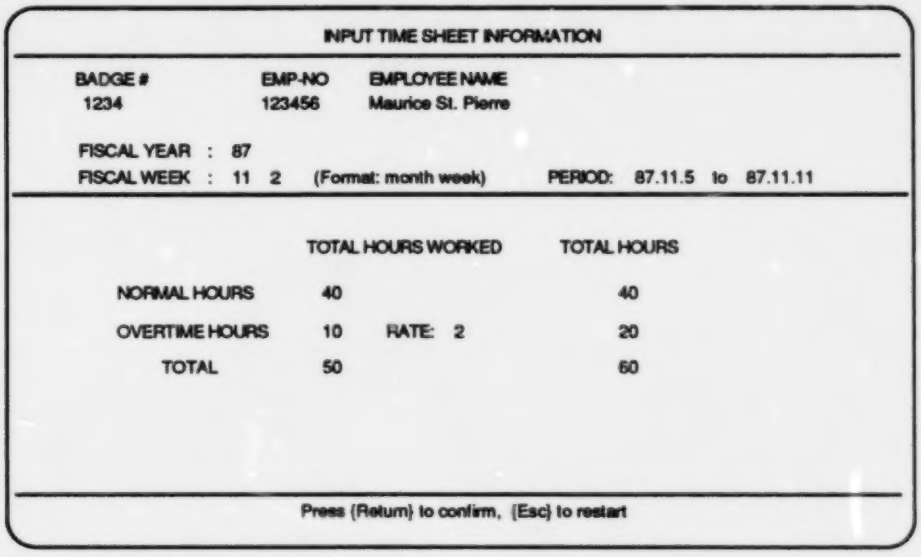


For employees on fixed distribution, it is not necessary to enter Job Ids since the employee's time is charged to the same jobs every week. The distribution of worked hours amongst the jobs was specified when the primary distribution for the employee was defined. Hence, only the worked hours for the fiscal week need to be entered for employees on fixed distribution.

Specify the number of normal hours worked during the fiscal week, the number of overtime hours worked during the fiscal week, if any, and the overtime rate associated with these overtime hours. Press **{Return}** to proceed to the next input field.

- Normal Hours can be any value from 0 to 999.9, inclusively
- Overtime Hours can be any value from 0 to 999.9, inclusively.
- Overtime Rate can be any value from 0 to 9.9, inclusively.

Once all the necessary data have been entered, press **{PgDn}** to process the data. TAS will display summay totals for the hours worked.

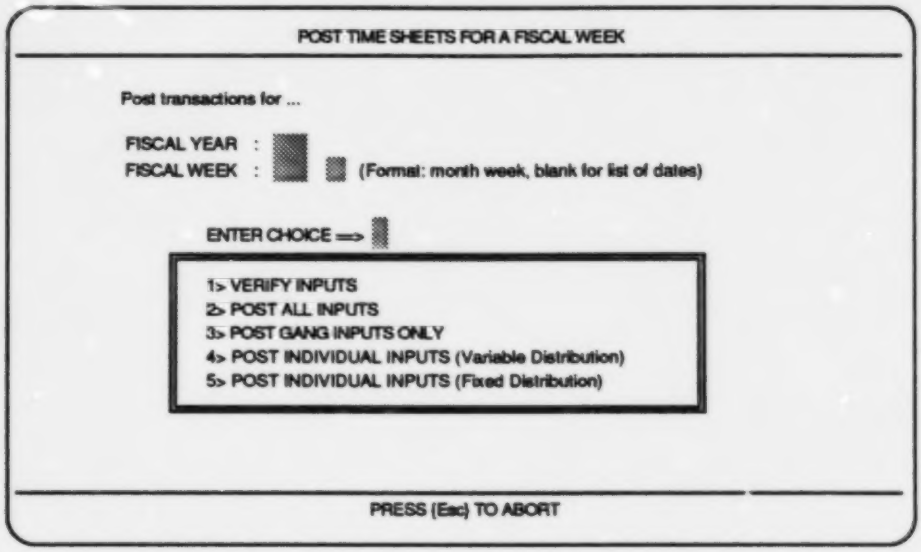


You are then asked to confirm the data by pressing the **{Return}** key, or restart by pressing the **{Esc}** key. If you confirmed the data by pressing the **{Return}** key, TAS will store the data in TSF (specifically, in file TSF2.DBF).

Note: *It is up to the user to make sure that all employees on fixed distribution have their primary distribution defined before posting time sheet information. No warning messages will appear if the employee does not have a primary distribution defined; and no records will be posted to the main TAS database, regardless of time sheet inputs entered here.*

3.2. Post Time Sheets for a Fiscal Week

To post time sheet information from TSF to the main TAS database, select option 2 from the TAS primary menu. The Posting primary menu will appear, as shown below, and you are asked to specify the Fiscal Year, Fiscal Week, and one of five choices for proceeding further.


POST TIME SHEETS FOR A FISCAL WEEK
Post transactions for ...
FISCAL YEAR :
FISCAL WEEK :
(Format: month week, blank for list of dates)
ENTER CHOICE ==>
1> VERIFY INPUTS
2> POST ALL INPUTS
3> POST GANG INPUTS ONLY
4> POST INDIVIDUAL INPUTS (Variable Distribution)
5> POST INDIVIDUAL INPUTS (Fixed Distribution)
PRESS (Esc) TO ABORT

- The Fiscal Year can be any integer value from 0 to 99, inclusively. If the specified fiscal year does not have a corresponding file in TAS, the following message will appear:

  **** Fiscal year file not yet created ****

  To correct the problem, retype the Fiscal Year if it was incorrect, or create the fiscal year file in TAS (see **Creating Fiscal Year Files**).

- The Fiscal Week is specified by the fiscal month number, and the fiscal week number within the month. Therefore, the second fiscal week in the November fiscal month is specified as week 112.

  The month field in the Fiscal Week specification can be any integer value from 0 to 12,inclusively; and the week field in the Fiscal Week specification can be any value from 0 to 5, inclusively. TAS will verify that the combination of month number and week number is valid.

If zero was entered in either the month or week field, then TAS will display the complete fiscal calendar for the specified fiscal year, and ask you to select a Fiscal Week.

POST TIME SHEETS FOR A FISCAL WEEK

ENTER WEEK # ==> ■■ ■ (Format: month week)

WEEK	END-DATE	WEEK	END-DATE	WEEK	END-DATE	WEEK	END-DATE
1 1	87.01.07	4 2	87.04.15	7 3	87.07.22	10 4	87.10.28
1 2	87.01.04	4 3	87.04.22	7 4	87.07.29	11 1	87.11.04
1 3	87.01.21	4 4	87.04.29	8 1	87.08.05	11 2	87.11.11
1 4	87.01.28	5 1	87.05.06	8 2	87.08.12	11 3	87.11.18
2 1	87.02.04	5 2	87.05.13	8 3	87.08.19	11 4	87.11.25
2 2	87.02.11	5 3	87.05.20	8 4	87.08.26	12 1	87.12.02
2 3	87.02.18	5 4	87.05.27	9 1	87.09.02	12 2	87.12.09
2 4	87.02.25	6 1	87.06.03	9 2	87.09.09	12 3	87.12.16
3 1	87.03.04	6 2	87.06.10	9 3	87.09.16	12 4	87.12.23
3 2	87.03.11	6 3	87.06.17	9 4	87.09.23	12 5	87.12.30
3 3	87.03.18	6 4	87.06.24	9 5	87.09.30		
3 4	87.04.01	6 5	87.07.01	10 1	87.10.07		
3 5	87.04.08	7 1	87.07.08	10 2	87.10.14		
4 1	87.03.25	7 2	87.07.15	10 3	87.10.21		

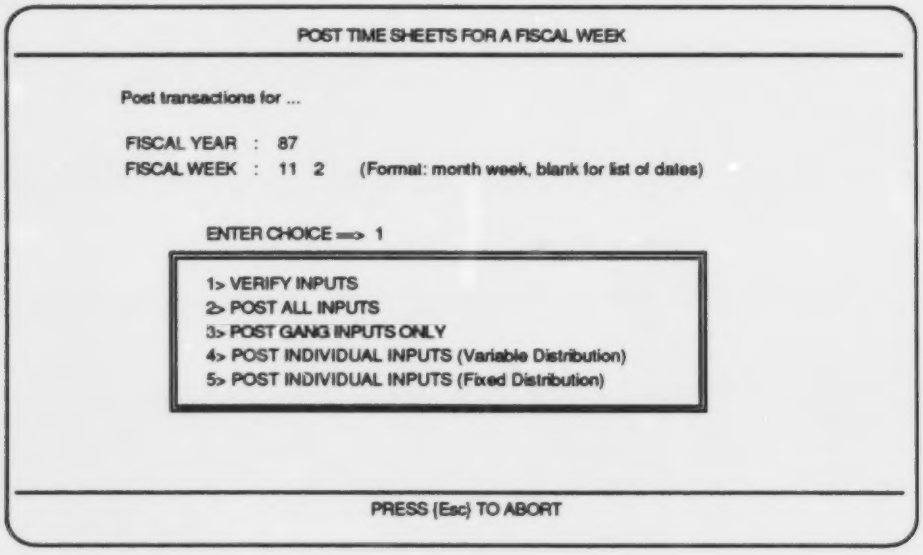
PRESS (Esc) TO ABORT

- The Choice can be any integer value from 1 to 5, inclusively. The posting operations in choices 2 through 5 involve no verification of time sheet information. All verification processes are confined to choice 1.

3.2.1. Verify Inputs

Verification of inputs invole confirming that all gangs with gang input status, and all employees with individual input status who are on variable distribution, have time sheet information for the specified fiscal week.

Employees with individual input status who are on fixed distribution do not have their records checked because, if no time sheet information was entered for such an employee, TAS will create time sheet records during the posting process using shift information and the employee's primary distribution.


POST TIME SHEETS FOR A FISCAL WEEK
Post transactions for ...
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
ENTER CHOICE ==> 1
1> VERIFY INPUTS
2> POST ALL INPUTS
3> POST GANG INPUTS ONLY
4> POST INDIVIDUAL INPUTS (Variable Distribution)
5> POST INDIVIDUAL INPUTS (Fixed Distribution)
PRESS (Esc) TO ABORT

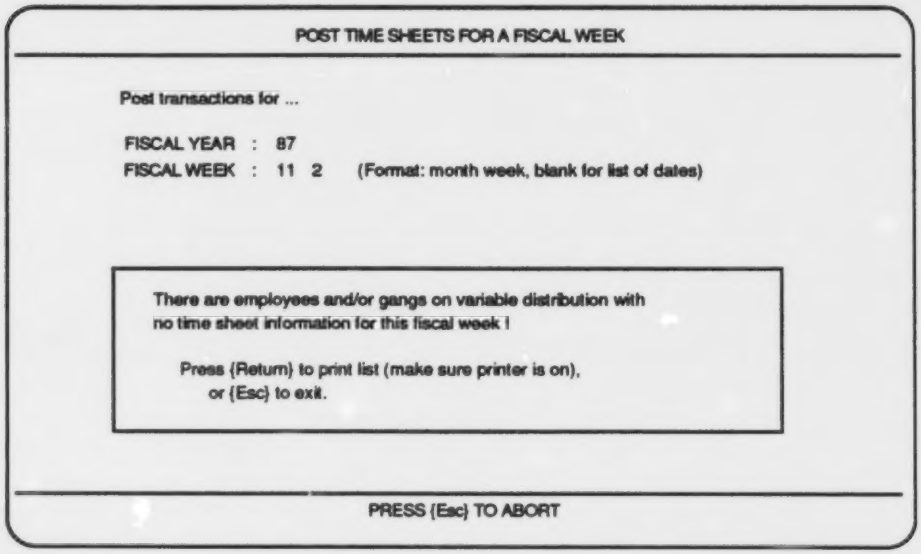
To verify inputs, select choice 1 from the Posting primary menu. TAS will display the message:

Checking records for any omissions, please wait ...

- If the verification process did not detect any omissions, the Posting menu will reappear and a message at the bottom of the screen will say:

  All records are complete, posting may proceed.

- If the verification process detected some omissions, the following message panel will appear:

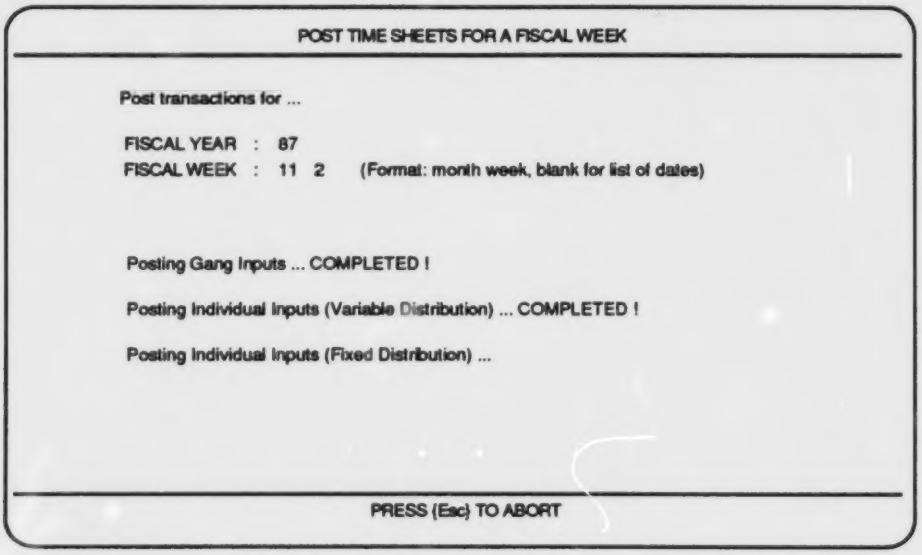

POST TIME SHEETS FOR A FISCAL WEEK
Post transactions for ...
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
There are employees and/or gangs on variable distribution with no time sheet information for this fiscal week !
Press {Return} to print list (make sure printer is on), or {Esc} to exit.
PRESS {Esc} TO ABORT

If you wish to obtain the list of employees and gangs that were missing time sheet information for the specified fiscal week, make sure your printer is turned on, then press **{Return}**.

If you do not want to print the list, press {Esc}. This takes you back to the Posting primary menu. The list is still stored internally in file ERRORS.DBF, and may be viewed by exiting TAS and opening the file in the DBASE III PLUS command environment. Each time the verification process is invoked, the error file is erased.

3.2.2. Post All Inputs

To post all inputs for a specified fiscal week, select choice 2 from the Posting primary menu. Posting will proceed in three stages: gang inputs will be posted first, then individual inputs for employees on variable distribution will be posted next, followed by individual inputs for employees on fixed distribution. The display will look as follows during the posting operation:


POST TIME SHEETS FOR A FISCAL WEEK
Post transactions for ...
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
Posting Gang Inputs ... COMPLETED !
Posting Individual Inputs (Variable Distribution) ... COMPLETED !
Posting Individual Inputs (Fixed Distribution) ...
PRESS (Esc) TO ABORT

After the posting operation is completed, the posting menu will reappear and a message at the bottom will display:

Posting Completed !

Press (Esc) to end posting and return to the TAS primary menu.

3.2.3. Post Gang Inputs Only

To post Gang inputs only, select choice 3 from the Posting primary menu. Only gang inputs for the specified fiscal week will be posted to the main TAS database. No verification is performed; data is taken directly from file TSF3.DBF and transferred to the main TAS database. The display will look as follows during the posting operation.

POST TIME SHEETS FOR A FISCAL WEEK
Post transactions for ...
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
Posting Gang Inputs ...
PRESS (Esc) TO ABORT

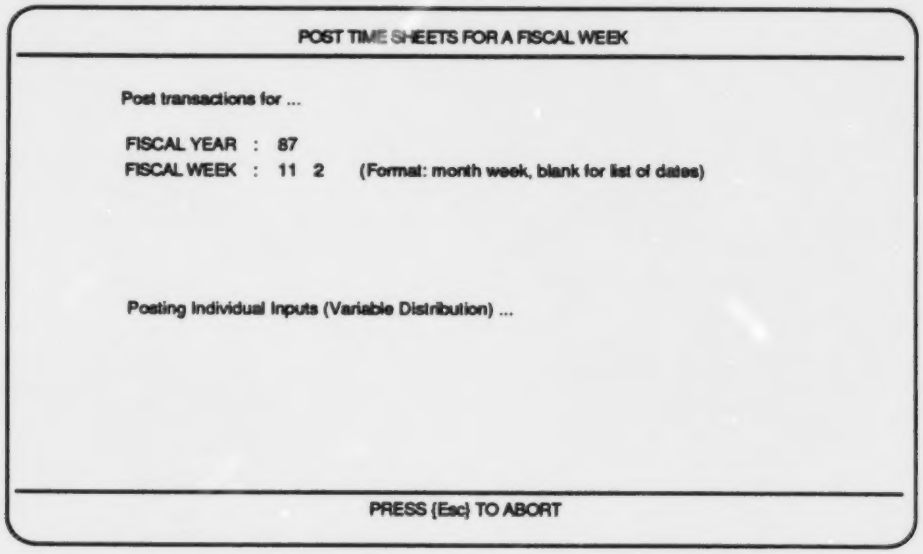
After the posting operation is completed, the posting menu will reappear and a message at the bottom will display:

Posting Completed !

Press **(Esc)** to end posting and return to the TAS primary menu.

3.2.4. Post Individual Inputs (Variable Distribution)

To post inputs for employees with individual input status who are on variable distribution, select choice 4 from the Posting primary menu. Only inputs for this group of employees will be posted to the main TAS database. No verification is performed; data is taken directly from file TSF2.DBF and transferred to the main TAS database. The display will look as follows during the posting operation.


POST TIME SHEETS FOR A FISCAL WEEK
Post transactions for ...
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
Posting Individual Inputs (Variable Distribution) ...
PRESS {Esc} TO ABORT

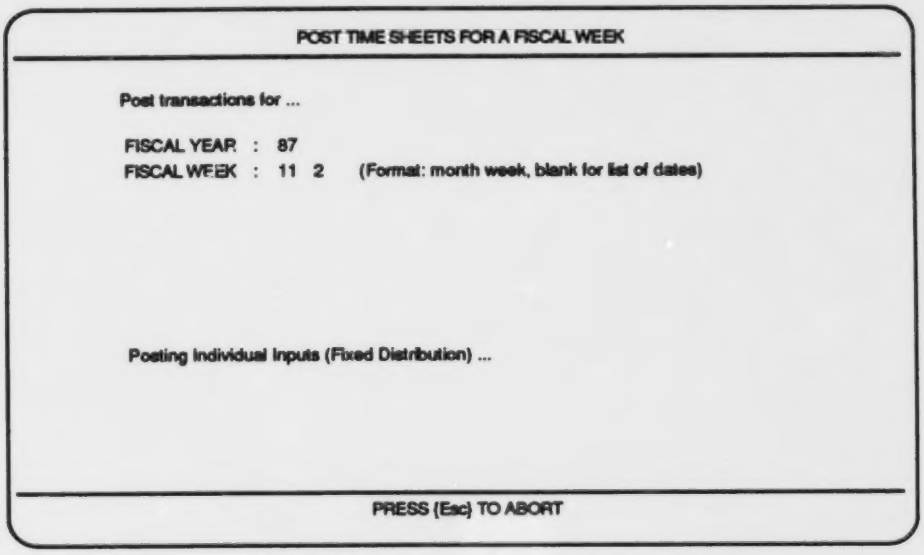
After the posting operation is completed, the posting menu will reappear and a message at the bottom will display:

Posting Completed !

Press **{Esc}** to end posting and return to the TAS primary menu.

3.2.5. Post Individual Inputs (Fixed Distribution)

To post inputs for employees with individual input status who are on fixed distribution, select choice 5 from the Posting primary menu. Only inputs for this group of employees will be posted to the main TAS database. No verification is performed. During the posting operation, for employees who did not have time sheet data previously entered into TSF, TAS will be created time sheet records using shift data and the employee's primary distribution. The display will look as follows during the posting operation.


POST TIME SHEETS FOR A FISCAL WEEK
Post transactions for ...
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
Posting Individual Inputs (Fixed Distribution) ...
PRESS (Esc) TO ABORT

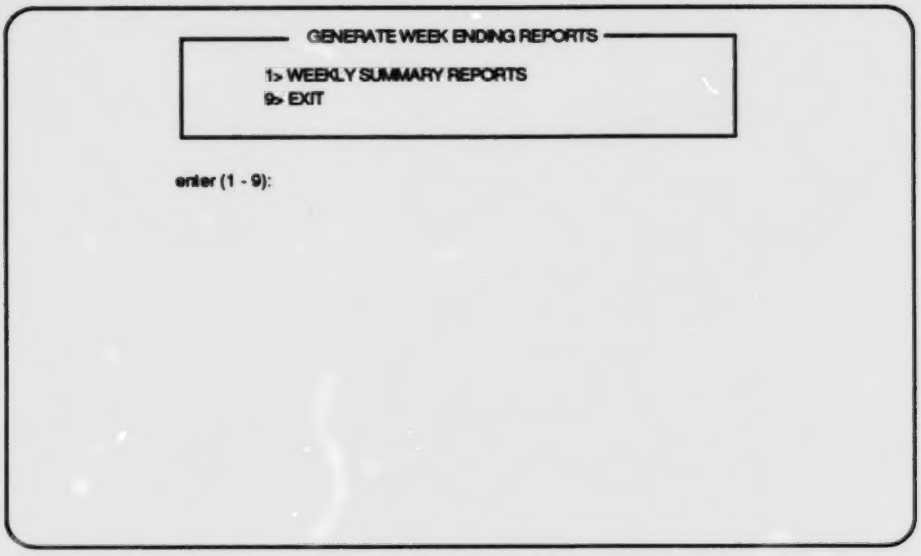
After the posting operation is completed, the posting menu will reappear and a message at the bottom will display:

Posting Completed !

Press **(Esc)** to end posting and return to the TAS primary menu.

3.3. Generate the Fiscal Week Ending Reports

At this time, there are no predefined reports in TAS. Selecting this option will display the following panel:



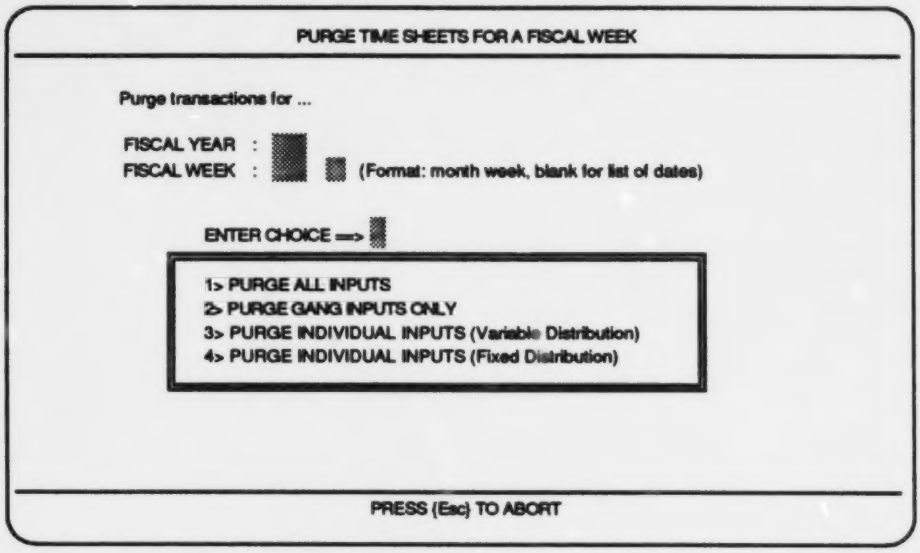
However, if we were to proceed further and select option 1, the following message will be dsplayed:

Sorry, reports are not yet available.

Press any key to clear the message and return to the previous panel, then enter 9 to return to the TAS primary menu.

3.4. Purge Time Sheets for a Fiscal Week

Once time sheets have been posted to the main TAS database, the time sheet data should be removed, or purged, from TSF. To purge time sheet information, select option 4 from the TAS primary menu. The following panel will appear, and you are asked to specify the Fiscal Year , the Fiscal Week, and to select one of several choices for proceeding further.


PURGE TIME SHEETS FOR A FISCAL WEEK
Purge transactions for ...
FISCAL YEAR :
FISCAL WEEK :
(Format: month week, blank for list of dates)
ENTER CHOICE ==>
1> PURGE ALL INPUTS
2> PURGE GANG INPUTS ONLY
3> PURGE INDIVIDUAL INPUTS (Variable Distribution)
4> PURGE INDIVIDUAL INPUTS (Fixed Distribution)
PRESS (Esc) TO ABORT

- The Fiscal Year can be any integer value from 0 to 99, inclusively. If the specified fiscal year does not have a corresponding file in TAS, the following message will appear:

  **** Fiscal year file not yet created ****

  To correct the problem, retype the Fiscal Year if it was incorrect, or create the fiscal year file in TAS (see **Creating Fiscal Year Files**).

- The Fiscal Week is specified by the fiscal month number, and the fiscal week number within the month. Therefore, the second fiscal week in the November fiscal month is specified as week 112.

  The month field in the Fiscal Week specification can be any integer value from 0 to 12,inclusively; and the week field in the Fiscal Week specification can be any value from 0 to 5, inclusively. TAS will verify that the combination of month number and week number is valid.

If zero was entered in either the month or week field, then TAS will display the complete fiscal calendar for the specified fiscal year, and ask you to select a Fiscal Week.

PURGE TIME SHEETS FOR A FISCAL WEEK

ENTER WEEK # ==> [redacted] (Format: month week)

WEEK	END-DATE	WEEK	END-DATE	WEEK	END-DATE	WEEK	END-DATE
1 1	87.01.07	4 2	87.04.15	7 3	87.07.22	10 4	87.10.28
1 2	87.01.04	4 3	87.04.22	7 4	87.07.29	11 1	87.11.04
1 3	87.01.21	4 4	87.04.29	8 1	87.08.05	11 2	87.11.11
1 4	87.01.28	5 1	87.05.06	8 2	87.08.12	11 3	87.11.18
2 1	87.02.04	5 2	87.05.13	8 3	87.08.19	11 4	87.11.25
2 2	87.02.11	5 3	87.05.20	8 4	87.08.26	12 1	87.12.02
2 3	87.02.18	5 4	87.05.27	9 1	87.09.02	12 2	87.12.09
2 4	87.02.25	6 1	87.06.03	9 2	87.09.09	12 3	87.12.16
3 1	87.03.04	6 2	87.06.10	9 3	87.09.16	12 4	87.12.23
3 2	87.03.11	6 3	87.06.17	9 4	87.09.23	12 5	87.12.30
3 3	87.03.18	6 4	87.06.24	9 5	87.09.30		
3 4	87.04.01	6 5	87.07.01	10 1	87.10.07		
3 5	87.04.08	7 1	87.07.08	10 2	87.10.14		
4 1	87.03.25	7 2	87.07.15	10 3	87.10.21		

PRESS (Esc) TO ABORT

- The value for Choice can be any integer from 1 to 4, inclusively.

3.4.1. Purge All Inputs

To purge all time sheet inputs for the specified fiscal week, select choice 1 from from the Purge primary menu. Purging will proceed in three stages: gang inputs will be purged first, then individual inputs for employees on variable distribution will be purged next, followed by individual inputs for employees on fixed distribution. The display will look as follows during the purging operation:

PURGE TIME SHEETS FOR A FISCAL WEEK
Purge transactions for ...
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
Purging Gang Inputs ... COMPLETED !
Purging Individual Inputs (Variable Distribution) ... COMPLETED !
Purging Individual Inputs (Fixed Distribution) ...
PRESS (Esc) TO ABORT

After the purging operation is completed, the purging menu will reappear and a message at the bottom will display:

Purging Completed !

Press **(Esc)** to end purging and return to the TAS primary menu.

3.4.2. Purge Gang Inputs Only

To purge Gang inputs only, select choice 2 from the Purge primary menu. Only gang inputs for the specified fiscal week will be purged from TSF; records are directly deleted from file TSF3.DBF.The display will look as follows during the purging operation:

PURGE TIME SHEETS FOR A FISCAL WEEK
Purge transactions for ...
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
Purging Gang Inputs ...
PRESS (Esc) TO ABORT

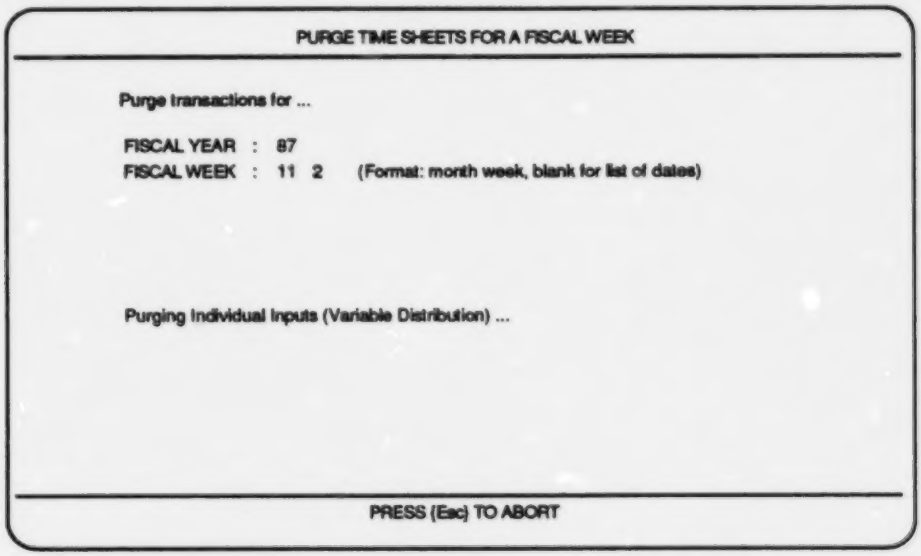
After the purging operation is completed, the purging menu will reappear and a message at the bottom will display:

Purging Completed !

Press **(Esc)** to end purging and return to the TAS primary menu.

3.4.3. Purge Individual Inputs (Variable Distribution)

To purge inputs for employees with individual input status who are on variable distribution, select choice 3 from the Purge primary menu. Only inputs for this group of employees will be will be purged from TSF; records are directly deleted from file TSF2.DBF.The display will look as follows during the purging operation:


PURGE TIME SHEETS FOR A FISCAL WEEK
Purge transactions for ...
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
Purging Individual Inputs (Variable Distribution) ...
PRESS (Esc) TO ABORT

After the purging operation is completed, the purging menu will reappear and a message at the bottom will display:

Purging Completed !

Press **(Esc)** to end purging and return to the TAS primary menu.

3.4.4. Purge Individual Inputs (Fixed Distribution)

To purge inputs for employees with individual input status who are on fixed distribution, select choice 4 from the Purge primary menu. Only inputs for this group of employees will be will be purged from TSF; records are directly deleted from file TSF1.DBF.The display will look as follows during the purging operation:

PURGE TIME SHEETS FOR A FISCAL WEEK
Purge transactions for ...
FISCAL YEAR : 87
FISCAL WEEK : 11 2 (Format: month week, blank for list of dates)
Purging Individual Inputs (Fixed Distribution) ...
PRESS (Esc) TO ABORT

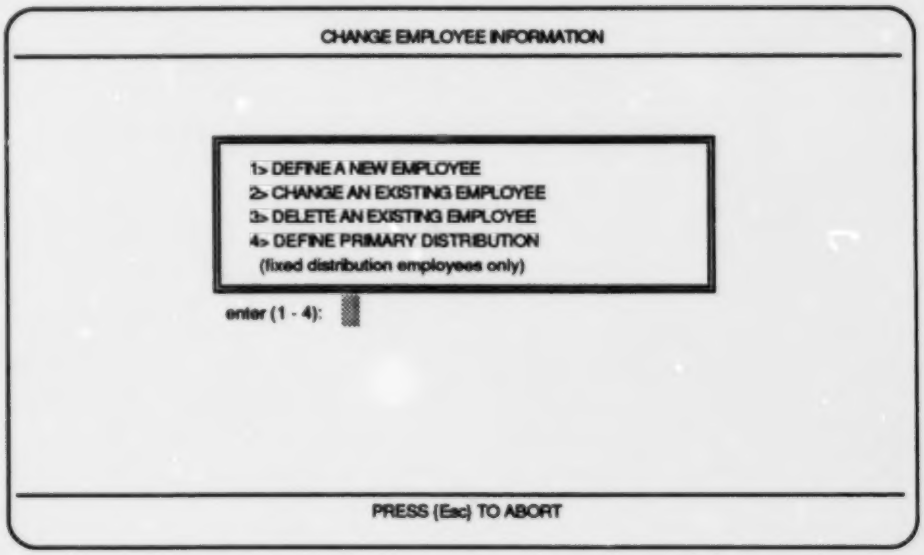
After the purging operation is completed, the purging menu will reappear and a message at the bottom will display:

Purging Completed !

Press **(Esc)** to end purging and return to the TAS primary menu.

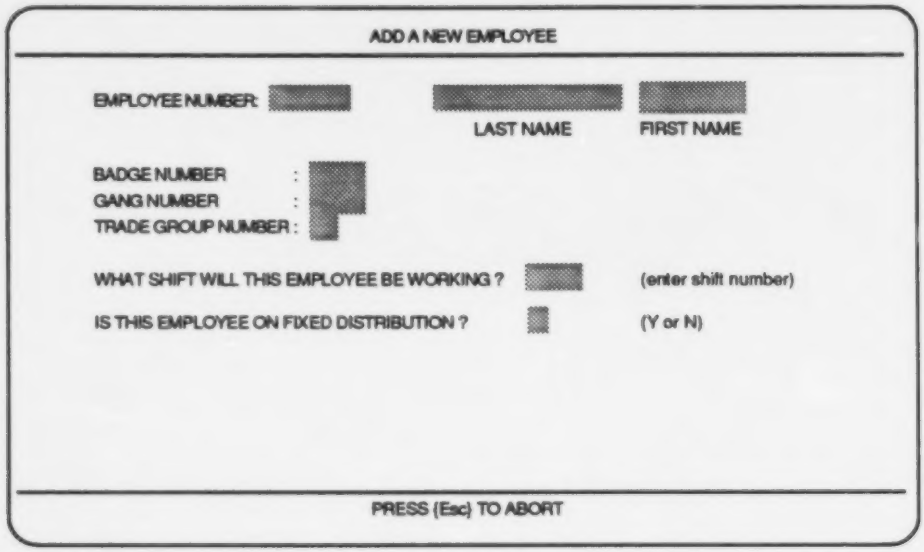
3.5. Change Employee Information

To change employee information, select option 5 from the TAS primary menu. The Employee primary menu will appear. This option allows you to define, change, and remove information specific to individual employees.


CHANGE EMPLOYEE INFORMATION
1> DEFINE A NEW EMPLOYEE
2> CHANGE AN EXISTING EMPLOYEE
3> DELETE AN EXISTING EMPLOYEE
4> DEFINE PRIMARY DISTRIBUTION
(fixed distribution employees only)
enter (1 - 4):
PRESS (Esc) TO ABORT

3.5.1. Add a New Employee

To add a new employee to TAS, select option 1 from the Employee primary menu. The following panel will appear:



Several pieces of information are needed in order to create the employee's record in TAS. Once all the fields have been filled, TAS will audit the data and report any problems.

- The Employee Number is the 6-digit Ontario Hydro employee number. This number must be unique.

  If the Employee Number already exists in TAS, the following message will appear:

  **** Employee number already exists ****

  The cursor will return to the Employee Number field for changes. To correct the problem, retype the correct Employee Number and press **(Return)**.

- The Last Name is the employee's last name, and is a maximum of 18 characters long.

- The First Name is the employee's first name, and is a maximum of 10 characters long.

- The Badge Number is 4 characters long, maximum, and must be unique.

  If the Badge Number already exists in TAS, the following message will appear:

  **** Badge Number already exists ****

  The cursor will return to the Badge Number field for changes. To correct the problem, retype the correct Badge Number and press **(Return)**.

- The Gang Number is 4 characters long, maximum, and must have been previously defined in TAS.

  If the Gang Number was not previously defined in TAS, the following message will appear:

  **** Gang number does not exist ****

  The cursor will return to the Gang Number field for changes. To correct the problem, retype the Gang Number if it was incorrect, or define the Gang Number before assigning it to an employee.

- The Trade Group Number can be up to 2 characters long.

- The Shift Number can be any integer value from 0 to 9999, inclusively, and must have been previously defined in TAS.

  If the Shift Number was not previously defined in TAS, the following message will appear:

  **** Shift number does not exist ****

  The cursor will return to the Shift Number field for changes. To correct the problem, retype the Shift Number if it was incorrect, or define the define number before assigning it to an employee.

- The Fixed Distribution field will only accept the characters 'Y', and 'N'. The 'Y' value corresponds to placing the employee on fixed distribution, while the 'N' value corresponds to placing the individual on variable distribution. The value for the fixed distribution field must correlate with the allowable values permitted by the gang to which the employee is assigned.

  If an employee obtained individual input status by being assigned to a gang which has individual input status for its employees, then this employee may have a value of 'Y' or 'N' for the fixed distribution field.

  If an employee obtained gang input status by being assigned to a gang which does not have individual input status for its employees, then this employee must have a value of 'N' for the fixed distribution field.

Should the employee be placed on fixed distribution while being assigned a Gang Number which has gang input status, the following message will appear:

**** Employees on this Gang cannot be on fixed distribution ! ****

The cursor will return to the fixed distribution field for changes. To correct the problem, enter 'N' for the fixed distribution field if it was entered incorrectly, or press (Esc) to restart the definition process if the Gang Number was entered incorrectly, or change the input status of the gang to allow employees to be placed on fixed distribution.

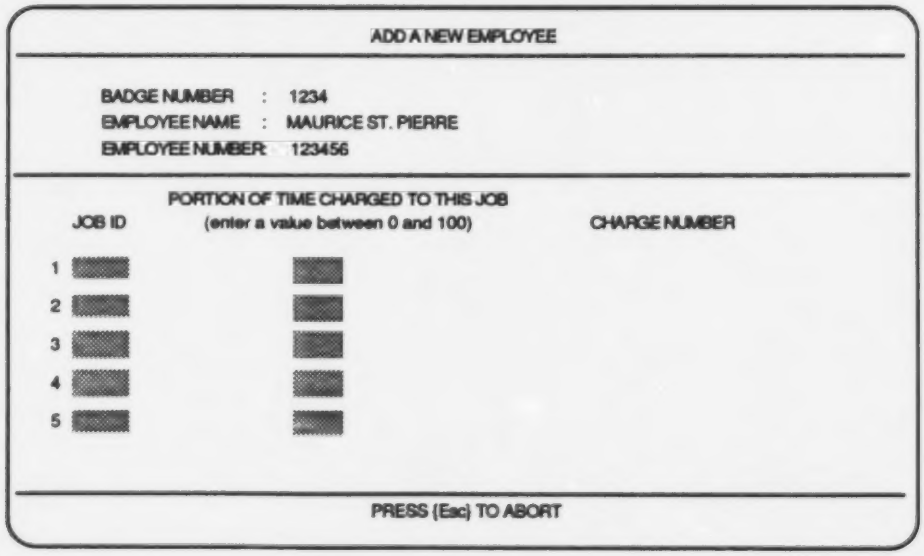
Should any of the above problems occur, you may press the **(Esc)** key to erase the entries and restart from a blank form.

When employees are added to TAS, they are automatically given an ACTIVE status. The ACTIVE status may be loosely interpreted as an indicator that the employee has started work and should be monitored by TAS. However, TAS imposes no restrictions based on the ACTIVE status of the employee; inputs may still be processed for employees who are not ACTIVE.

If the audit process was successfully completed and the employee was placed on variable distribution, then TAS will create the employee record and clear the panel for entry of another employee.

If the employee was placed on fixed distribution, then you will be asked to specify whether you want to define the employee's primary distribution now or later. If you answereed 'N' to the request, then TAS will create the employee record and clear the panel for entry of another employee.

If you answered 'Y' to define the employee's primary distribution now, then TAS will create the employee record and display the following panel:



You may enter up to five job entries for an employee when defining the primary distribution. Each job entry consists of a Job Id, and a number representing the percentage of the employee's total work hours that will be charged to this job.

- The Job Id can be any integer value from 1 to 9999, inclusively. The Job Id must have been previously defined in TAS. If the Job Id cannot be found in TAS, the following message will appear under the **CHARGE NUMBER** column for that Job Id:

  Job not found!

  The input fields will reappear for you to modify the data. To correct the problem, retype the Job Id if it was incorrect, or define the Job Id in TAS. If you wish to remove a job entry, it is sufficient to only remove the Job Id from the entry.

- For the Portion of Time Charged to this Job, the number can be any integer value between 0 and 100, inclusively. The total of these numbers, for all job entries must equal 100. If the total does not equal 100, then the following message will appear at the bottom of the screen:

  ERROR: Total must add up to 100! (Total = ???)

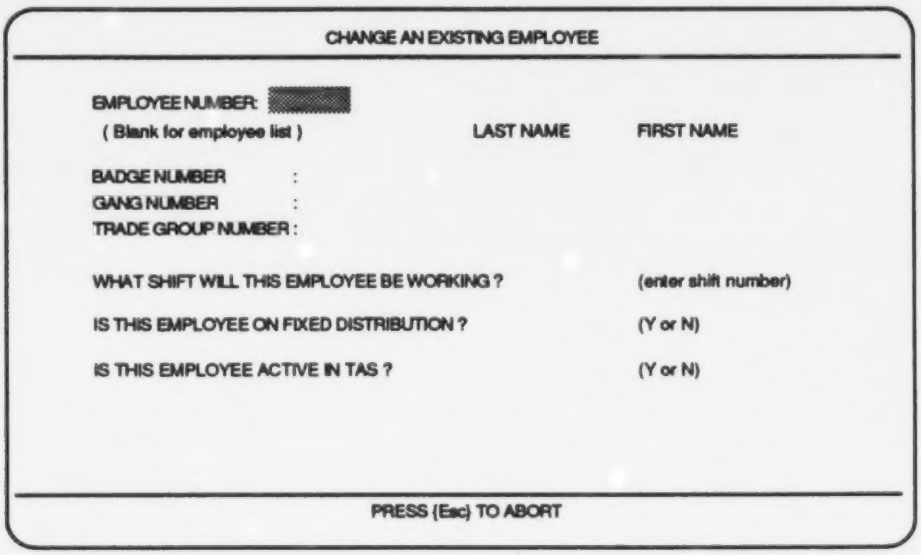
  The '???' in the messsage will be filled with the current total of the percentages. The input fields will reappear for you to modify the data. To correct the problem, make sure that the correct percentages have been assigned to each Job Id.

After all entries have been entered, press {PgDn} to process the data. If you have filled in all input fields, or reached the last input field by repeatedly pressing **{Return}**, the page will be processed as soon as you complete the entry in the last field by pressing the **{Return}** key. TAS will verify the Job Ids, display the charge number associated with each Job Id, and verify that 100% of the employee's time have been allocated to jobs.

If all the Job Ids were successfully verified, you will be asked to confirm the data by pressing the **{Return}** key, or to restart the process by pressing the **{Esc}** key. If you confirmed the data by pressing the **{Return}** key, TAS will store the primary distribution data and return to the New Employee panel.

3.5.2. Change an Existing Employee

To change data for an existing employee in TAS, select option 2 from the Employee primary menu. The following panel will appear:


CHANGE AN EXISTING EMPLOYEE
EMPLOYEE NUMBER:
(Blank for employee list)
LAST NAME
FIRST NAME
BADGE NUMBER :
GANG NUMBER :
TRADE GROUP NUMBER :
WHAT SHIFT WILL THIS EMPLOYEE BE WORKING ?
(enter shift number)
IS THIS EMPLOYEE ON FIXED DISTRIBUTION ?
(Y or N)
IS THIS EMPLOYEE ACTIVE IN TAS ?
(Y or N)
PRESS (Esc) TO ABORT

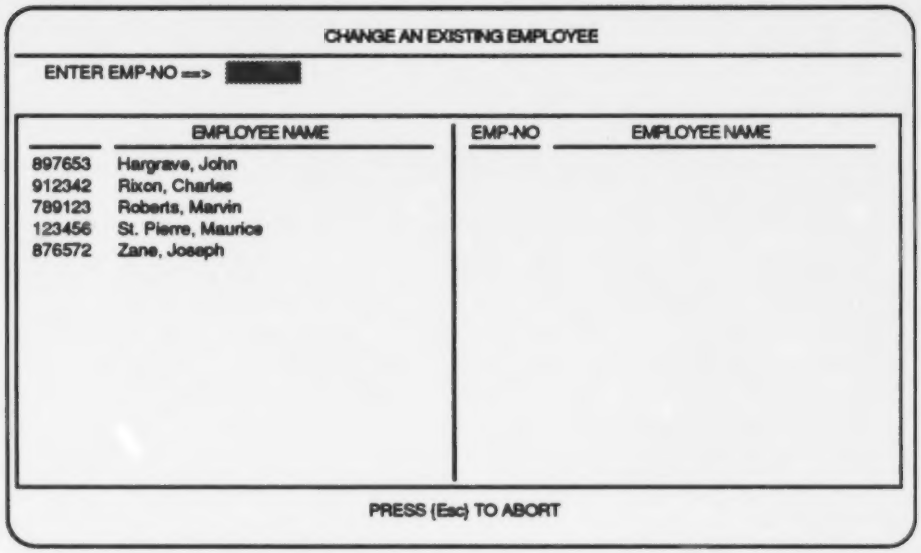
- The Employee Number is the 6-digit Ontario Hydro employee number; this number must exist in TAS.

  If the Employee Number does not exist in TAS, the following message will appear to the right of the Employee Number:

  **** Employee not found ****

  To rectify the problem, reenter the correct Employee Number if it was incorrect, or use the **ADD A NEW EMPLOYEE** option to add the employee to TAS.

If the Employee Number field is left blank, then TAS will display an alphabetical list of employees and their Employee Numbers, and ask you to select an Employee Number.



If the employee's record is found, the data will appear on the panel, and you may make any necessary modifications. You cannot modify the Employee Number; to change the Employee Number you must delete the old employee record, then add a new employee record with the new Employee Number. Once all the changes have been made, TAS will audit the data and report any problems.

- The Last Name is the employee's last name, and is a maximum of 18 characters long.
- The First Name is the employee's first name, and is a maximum of 10 characters long.
- The Badge Number is 4 characters long, maximum, and must be unique.

  If the Badge Number already exists in TAS, the following message will appear:

  **** Badge Number already exists ****

  The cursor will return to the Badge Number field for changes. To correct the problem, retype the correct Badge Number and press **{Return}**.

- The Gang Number is 4 characters long, maximum, and must have been previously defined in TAS.

  If the Gang Number was not previously defined in TAS, the following message will appear:

  **** Gang number does not exist ****

  The cursor will return to the Gang Number field for changes. To correct the problem, retype the Gang Number if it was incorrect, or define the Gang Number before assigning it to the employee.

- The Trade Group Number can be up to 2 characters long.

- The Shift Number can be any integer value from 0 to 9999, inclusively, and must have been previously defined in TAS.

  If the Shift Number was not previously defined in TAS, the following message will appear:

  **** Shift number does not exist ****

  The cursor will return to the Shift Number field for changes. To correct the problem, retype the Shift Number if it was incorrect, or define the define number before assigning it to an employee.

- The Fixed Distribution field will only accept the characters 'Y', and 'N'. The 'Y' value corresponds to placing the employee on fixed distribution, while the 'N' value corresponds to placing the individual on variable distribution. The value for the Fixed Distribution field must correlate with the allowable values permitted by the gang to which the employee is assigned.

  If an employee obtained individual input status by being assigned to a gang which has individual input status for its employees, then this employee may have a value of 'Y' or 'N' for the Fixed Distribution field.

  If an employee obtained gang input status by being assigned to a gang which does not have individual input status for its employees, then this employee must have a value of 'N' for the Fixed Distribution field.

  Should the employee be placed on fixed distribution while being assigned a Gang Number which has gang input status, the following message will appear:

  **** Employees on this Gang cannot be on fixed distribution ! ****

  The cursor will return to the Fixed Distribution field for changes. To correct the problem, enter 'N' for the Fixed Distribution field if it was entered incorrectly, or press (Esc) to restart the definition process if the Gang Number was entered incorrectly, or change the input status of the gang to allow employees to be placed on fixed distribution.

If the employee was taken off fixed distribution and placed on variable distribution, then the employee's primary distribution will also be deleted.

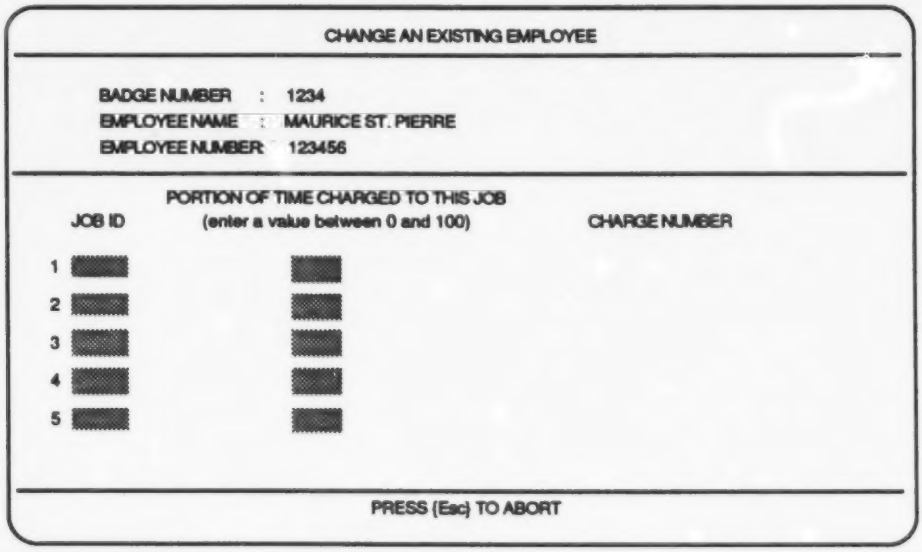
- The Active status may be assigned the value 'Y' or 'N'.

Should any of the above problems occur, you may press the **{Esc}** key to undo the changes and restart from the original data.

If the audit process was successfully completed and the employee was placed on variable distribution, then TAS will modify the existing employee record and clear the panel for the modification of another employee record.

If the employee was placed on fixed distribution, then you will be asked to specify whether you want to define the employee's primary distribution now or later. If you answereed 'N' to the request, then TAS will modify the existing employee record and clear the panel for modification of another employee record.

If you answered 'Y' to define the employee's primary distribution now, then TAS will modify the existing employee record and display the following panel:



You may enter up to five job entries for an employee when defining the primary distribution. Each job entry consists of a Job Id, and a number representing the percentage of the employee's total work hours that will be charged to this job.

If data had previously been entered for this employee's primary distribution, then this data will reappear, together with the associated charge numbers. You may then modify the job entries as necessary.

- The Job Id can be any integer value from 1 to 9999, inclusively. The Job Id must have been previously defined in TAS. If the Job Id cannot be found in TAS, the following message will appear under the **CHARGE NUMBER** column for that Job Id:

  Job not found!

  The input fields will reappear for you to modify the data. To correct the problem, retype the Job Id if it was incorrect, or define the Job Id in TAS. If you wish to remove a job entry, it is sufficient to only remove the Job Id from the entry.

- For the Portion of Time Charged to this Job, the number can be any integer value between 0 and 100, inclusively. The total of these numbers, for all job entries must equal 100. If the total does not equal 100, then the following message will appear at the bottom of the screen:

  ERROR: Total must add up to 100! (Total = ???)

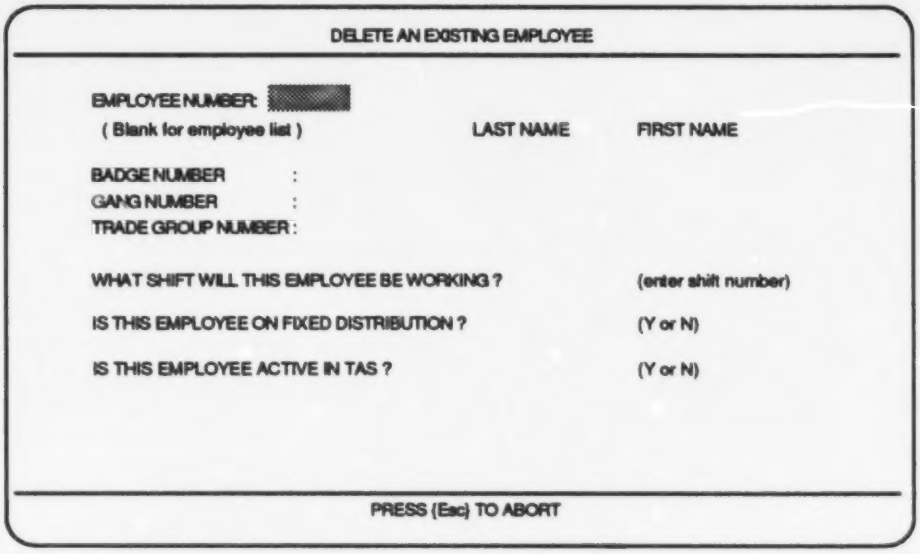
  The '**???**' in the messsage will be filled with the current total of the percentages. The input fields will reappear for you to modify the data. To correct the problem, make sure that the correct percentages have been assigned to each Job Id.

After all entries have been entered, press **{PgDn}** to process the data. If you have filled in all input fields, or reached the last input field by repeatedly pressing **{Return}**, the page will be processed as soon as you complete the entry in the last field by pressing the **{Return}** key. TAS will verify the Job Ids, display the charge number associated with each Job Id, and verify that 100% of the employee's time have been allocated to jobs.

If all the Job Ids were successfully verified, you will be asked to confirm the data by pressing the **{Return}** key, or to restart the process by pressing the **{Esc}** key. If you confirmed the data by pressing the **{Return}** key, TAS will store the primary distribution data and return to the **Change an Existing Employee** panel.

3.5.3. Delete an Existing Employee

To delete an existing employee record from TAS, select option 3 from the Employee primary menu. The following panel will appear:


DELETE AN EXISTING EMPLOYEE
EMPLOYEE NUMBER:
(Blank for employee list)
LAST NAME
FIRST NAME
BADGE NUMBER :
GANG NUMBER :
TRADE GROUP NUMBER :
WHAT SHIFT WILL THIS EMPLOYEE BE WORKING ?
(enter shift number)
IS THIS EMPLOYEE ON FIXED DISTRIBUTION ?
(Y or N)
IS THIS EMPLOYEE ACTIVE IN TAS ?
(Y or N)
PRESS (Esc) TO ABORT

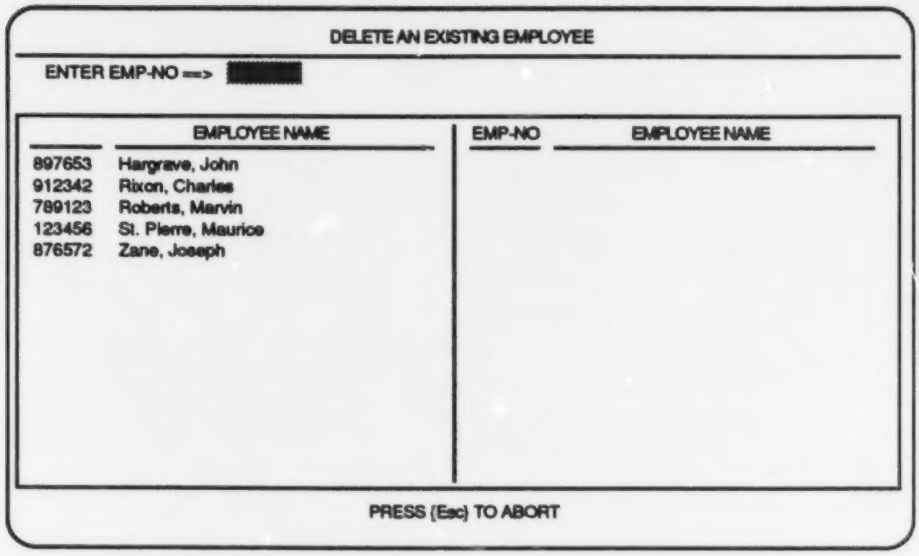
- The Employee Number is the 6-digit Ontario Hydro employee number; this number must exist in TAS.

  If the Employee Number does not exist in TAS, the following message will appear to the right of the Employee Number:

  **** Employee not found ****

  To rectify the problem, reenter the correct Employee Number.

If the Employee Number field is left blank, then TAS will display an alphabetical list of employees and their Employee Numbers, and ask you to select an Employee Number.



If the employee's record is found, the data will appear on the panel, and the following warning message will appear at the bottom of the screen. This warning only applies to employeees with individual input status, although the message will also appear for employees who do not have individual input status.

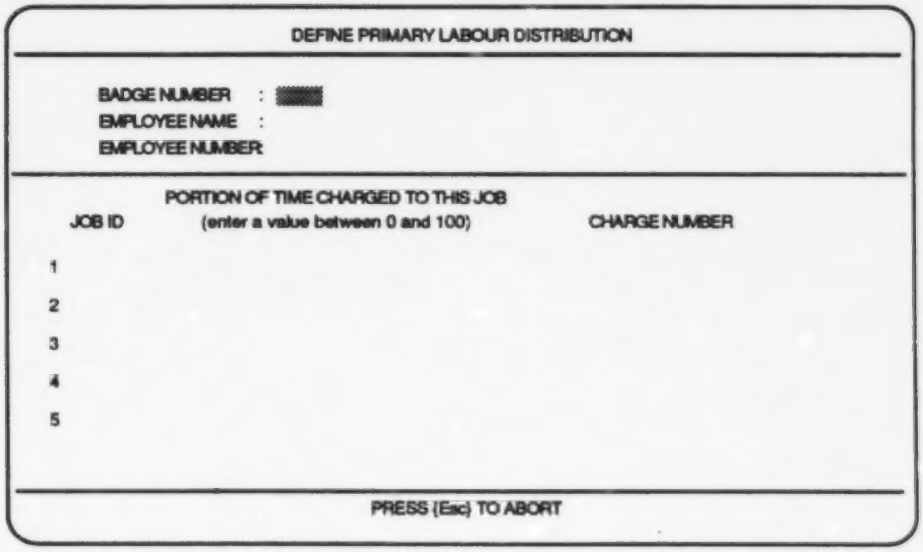
WARNING: All transactions in TSF will also be deleted !

You are asked to confirm the deletion by pressing the **(Return)** key, or to abort the process by pressing the **(Esc)** key. If you confirmed the deletion by pressing the **(Return)** key, TAS will delete the employee's record, and remove any records for this employee from files TSF1.DBF or TSF2.DBF, depending on whether the employee was on fixed distribution or variable distribution, respectively.

If the employee was on fixed distribution, then the employee's primary distribution will also be deleted.

3.5.4. Define Primary Distribution

Only employees on fixed distribution can have a primary distribution. To define or change an employee's primary distribution, select option 4 from the Employee primary menu. The following panel will appear:



- The Badge Number is 4 characters long, maximum, and must exist in TAS.

  If no employee record could be found which has this Badge Number , the following message will appear to the right of the Badge Number field:

  **** Employee not found ****

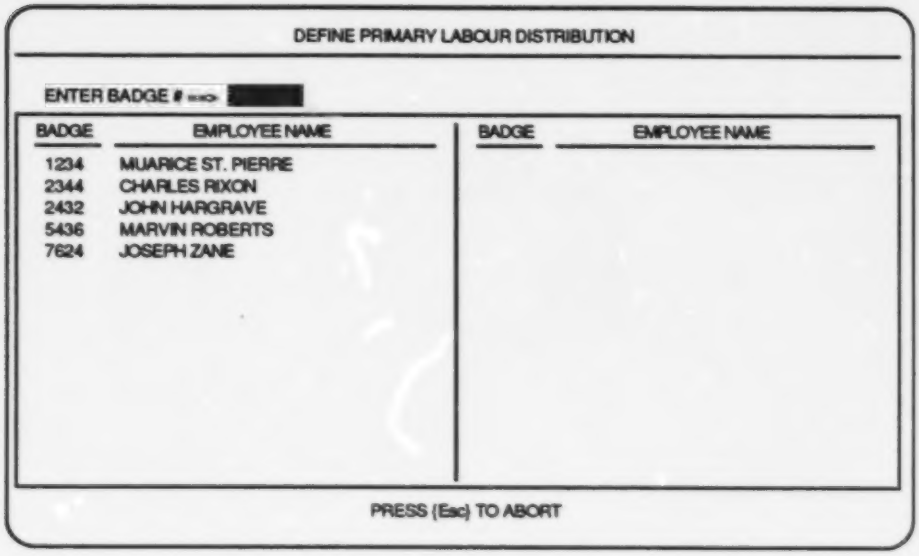
  To rectify the problem, reenter the correct Employee Number.

  If the employee record was found, but the employee was not on fixed distribution, then the following message will be displayed at the bottom of the screen:

  This employee is not on fixed labour distribution.

  To correct the problem, make sure the correct Badge Number was entered, or place the employee on fixed distribution.

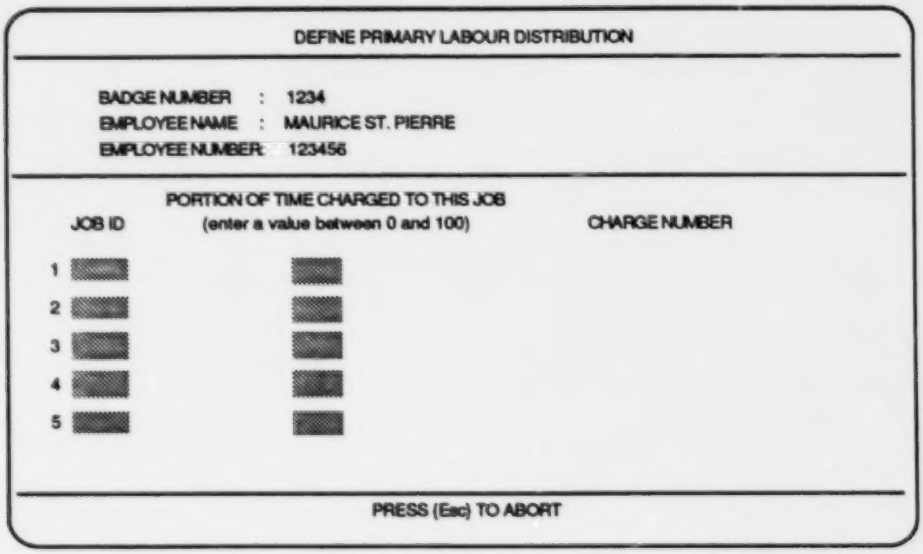
If the Badge Number field is left blank, then TAS will display a list of employees and their Badge Numbers, ordered by their Badge Numbers, and ask you to select a Badge Number.



Having specified the correct employee, TAS will display the employee's name and Employee Number. If the employee already had a primary distribution defined, TAS will display the following warning message at the bottom of the screen and ask you to press **[Return]** to continue processing, or press **[Esc]** to abort.

WARNING: Labour distribution already exists for this employee !

This warning message serves as a reminder that new data will overwrite the previously defined primary distribution. If you pressed the **(Return)** key to continue, or the employee did not have a primary distribution previously defined, input fields will appear in the bottom portion of the screen.



You may enter up to five job entries for an employee when defining the primary distribution. Each job entry consists of a Job Id, and a number representing the percentage of the employee's total work hours that will be charged to this job.

If data had previously been entered for this employee's primary distribution, then this data will reappear, together with the associated charge numbers. You may then modify the job entries as necessary.

- The Job Id can be any integer value from 1 to 9999, inclusively. The Job Id must have been previously defined in TAS. If the Job Id cannot be found in TAS, the following message will appear under the **CHARGE NUMBER** column for that Job Id:

  Job not found!

  The input fields will reappear for you to modify the data. To correct the problem, retype the Job Id if it was incorrect, or define the Job Id in TAS. If you wish to remove a job entry, it is sufficient to only remove the Job Id from the entry.

- For the Portion of Time Charged to this Job, the number can be any integer value between 0 and 100, inclusively. The total of these numbers, for all job entries must equal 100. If the total does not equal 100, then the following message will appear at the bottom of the screen:

  ERROR: Total must add up to 100 ! (Total = ???)

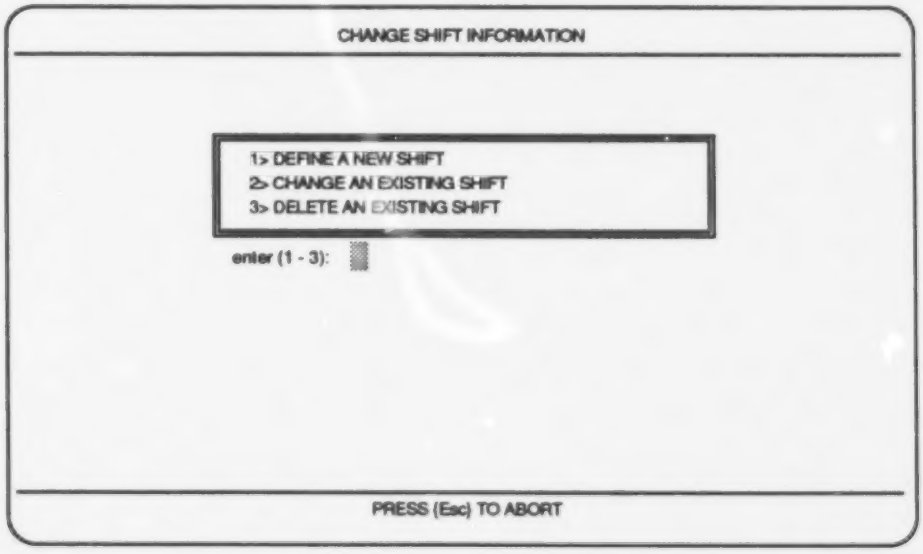
  The '???' in the messsage will be filled with the current total of the percentages. The input fields will reappear for you to modify the data. To correct the problem, make sure that the correct percentages have been assigned to each Job Id.

After all entries have been entered, press **{PgDn}** to process the data. If you have filled in all input fields, or reached the last input field by repeatedly pressing **{Return}**, the page will be processed as soon as you complete the entry in the last field by pressing the **{Return}** key. TAS will verify the Job Ids, display the charge number associated with each Job Id, and verify that 100% of the employee's time have been allocated to jobs.

If all the Job Ids were successfully verified, you will be asked to confirm the data by pressing the **{Return}** key, or to restart the process by pressing the **{Esc}** key. If you confirmed the data by pressing the **{Return}** key, TAS will store the new primary distribution data, replacing any previously defined primary distribution.

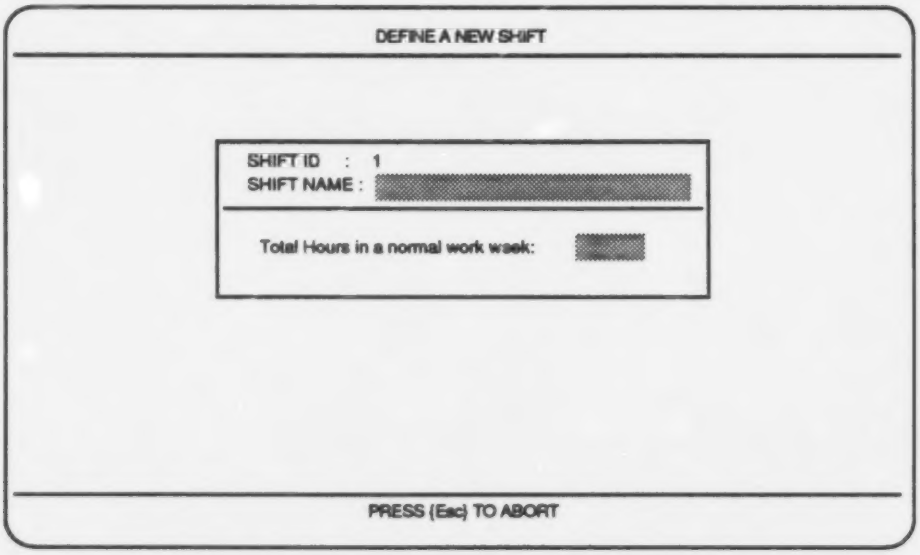
3.6. Change Shift Information

To change shift information, select option 6 from the TAS primary menu. The Shift primary menu will appear, as shown below. This option allows you to define, change, and remove information specific to shifts.


CHANGE SHIFT INFORMATION
1> DEFINE A NEW SHIFT
2> CHANGE AN EXISTING SHIFT
3> DELETE AN EXISTING SHIFT
enter (1 - 3):
PRESS (Esc) TO ABORT

3.6.1. Define a New Shift

To define a new shift in TAS, select option 1 from the Shift primary menu. The following panel will appear:



- The Shift Id can be any integer value between 1 and 9999, inclusively, and must be unique.The Shift Id is determined by TAS and displayed in the first field; the user cannot assign a value to the Shift Id.

  If all the numbers between 1 and 9999 are being used, then the following message will appear:

  ABEND: No more shift id's available (9999 max)

  To correct the problem, you will have to remove some of the existing shifts in order to make room for the new shifts. Alternatively, you may modify an existing shift with the data for the new shift.

- The Shift Name may be up to 30 characters long, maximum. This name does not have to be unique within TAS.

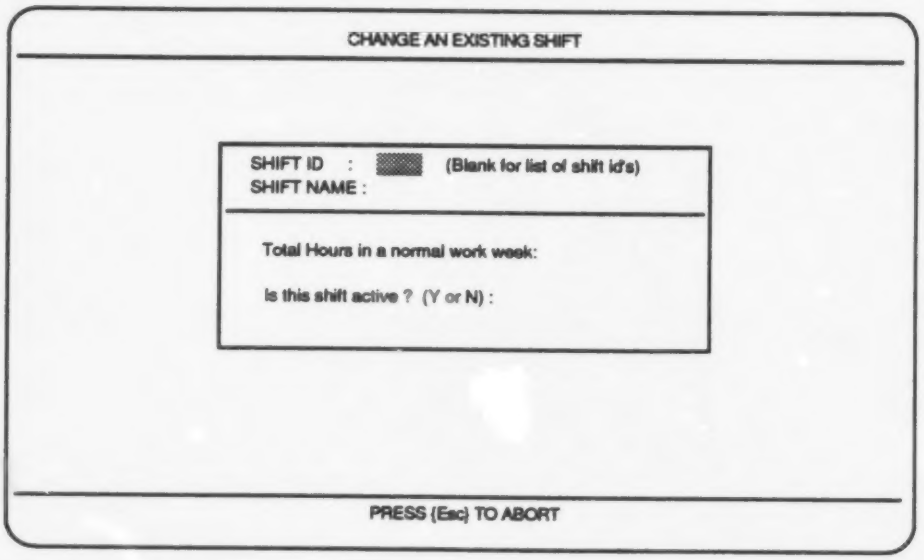
- The Total Hours field can have any value between 0 and 99.9, inclusively. This number represents the number of hours in a regular work week for this shift.

When shifts are added to TAS, they are automatically given an ACTIVE status. The ACTIVE status may be loosely interpreted as an indicator that the shift is in use and should be monitored by TAS. However, TAS imposes no restrictions based on the ACTIVE status of the shift; inputs may still be processed for shifts which are not ACTIVE.

When all the required data have been entered, you will be asked to confirm the data by pressing the **{Return}** key, or to restart the process by pressing the **{Esc}** key. If you confirmed the data by pressing the **{Return}** key, TAS will create the shift record and clear the panel for entry of another shift.

3.6.2. Change an Existing Shift

To change data for an existing shift in TAS, select option 2 from the Shift primary menu. The following panel will appear:


CHANGE AN EXISTING SHIFT
SHIFT ID :
(Blank for list of shift id's)
SHIFT NAME :
Total Hours in a normal work week:
Is this shift active ? (Y or N) :
PRESS (Esc) TO ABORT

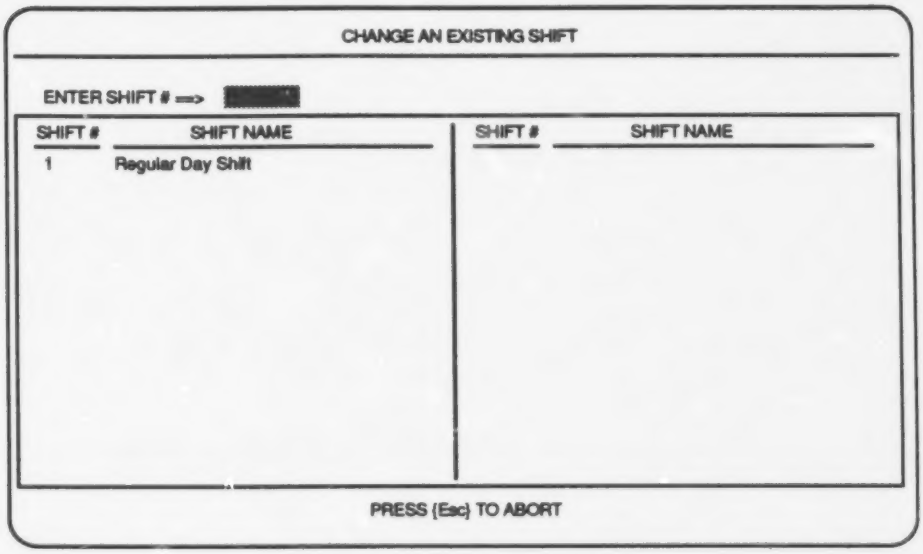
- The Shift Id can be any integer value between 1 and 9999, inclusively, and must have been previously defined in TAS.

  If the Shift Id does not exist in TAS, the following message will appear:

  **** SHIFT NOT FOUND ****

  To rectify the problem, retype the Shift Id if it was incorrect, or use the **DEFINE A NEW SHIFT** option to add the shift to TAS.

If the Shift Id field is left blank, then TAS will display a list of shifts and their Shift Ids, and ask you to select a Shift Id.



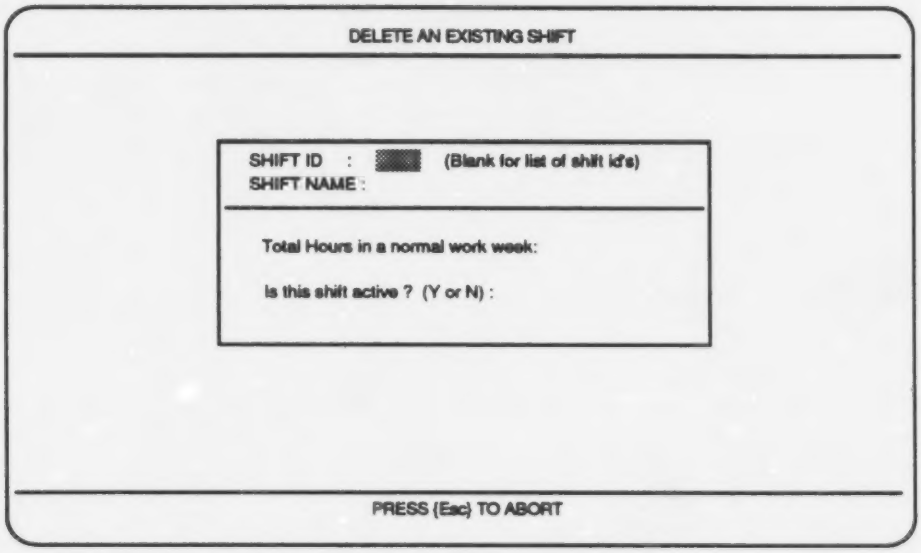
If the shift record is found, the data will appear on the panel, and you may make any necessary modifications. You cannot modify the Shift Id.

- The Shift Name may be up to 30 characters long, maximum. This name does not have to be unique within TAS.
- The Total Hours field can have any value between 0 and 99.9, inclusively. This number represents the number of hours in a regular work week for this shift.
- The Active status may be assigned the value 'Y' or 'N'.

Once all the changes have been made, you will be asked to confirm the data by pressing the **{Return}** key, or to restart the process by pressing the **{Esc}** key. If you confirmed the data by pressing the **{Return}** key, TAS will overwrite the old data with the new data.

3.6.3. Delete an Existing Shift

To delete an existing shift from TAS, select option 3 from the Shift primary menu. The following panel will appear:


DELETE AN EXISTING SHIFT
SHIFT ID :
(Blank for list of shift id's)
SHIFT NAME :
Total Hours in a normal work week:
Is this shift active ? (Y or N) :
PRESS (Esc) TO ABORT

- The Shift Id can be any integer value between 1 and 9999, inclusively, and must have been previously defined in TAS.

  If the Shift Id does not exist in TAS, the following message will appear:

  **** SHIFT NOT FOUND ****

  To rectify the problem, reenter the correct Shift Id.

If the Shift Id field is left blank, then TAS will display a list of shifts and their Shift Ids, and ask you to select a Shift Id.

If the shift record is found, the data will be displayed on the panel. A shift can only be deleted if there are no employees, active or not active, assigned to the shift. If there are employee assigned to the shift, then the following message will appear:

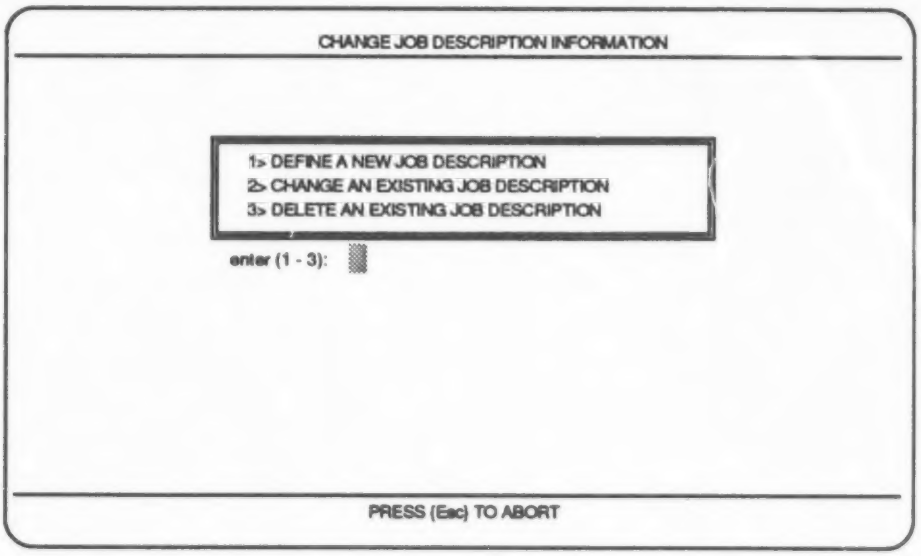
CANNOT BE DELETED: There are employees on this shift !

To rectify the problem, make sure the correct Shift Id was specified, or remove all employees from the shift.

You are asked to confirm the deletion by pressing the **(Return)** key, or to restart the process by pressing the **(Esc)** key. If you confirmed the deletion by pressing the **(Return)** key, TAS will delete the delete record.

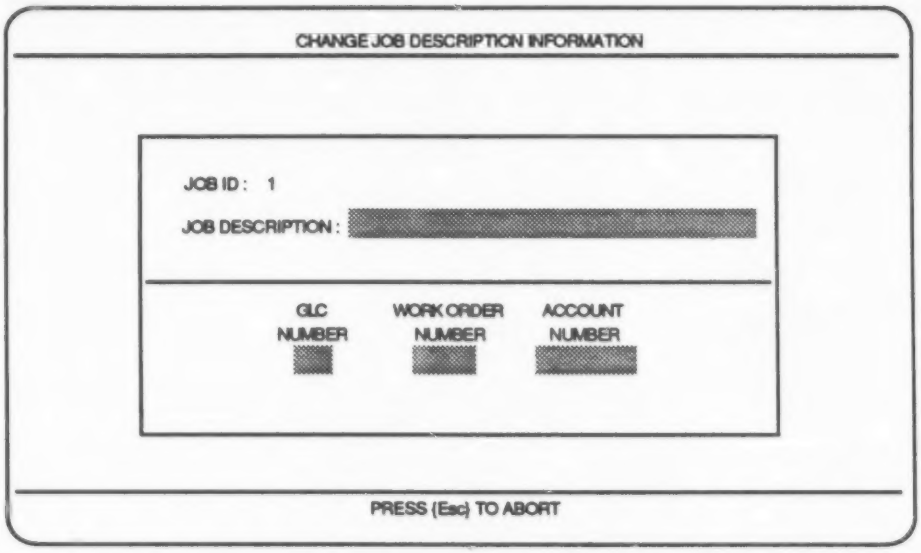
3.7. Change Job Information

To change job information, select option 7 from the TAS primary menu. The Job primary menu will appear, as shown below. This option allows you to define, change, and remove information specific to jobs.


CHANGE JOB DESCRIPTION INFORMATION
1> DEFINE A NEW JOB DESCRIPTION
2> CHANGE AN EXISTING JOB DESCRIPTION
3> DELETE AN EXISTING JOB DESCRIPTION
enter (1 - 3):
PRESS (Esc) TO ABORT

3.7.1. Add a New Job Description

To define a new job in TAS, select option 1 from the Job primary menu. The following panel will appear:



- The Job Id can be any integer value between 1 and 9999, inclusively, and must be unique.The Job Id is determined by TAS and displayed in the first field; the user cannot assign a value to the Job Id.

  If all the numbers between 1 and 9999 are being used, then the following message will appear:

  ABEND: No more job id's available (9999 max)

  To correct the problem, you will have to remove some of the existing jobs in order to make room for the new jobs. Alternatively, you may modify an existing job with the data for the new job.

- The Job Description may be up to 30 characters long, maximum. This description does not have to be unique within TAS.

- The GLC Number (General Ledger Control) is composed of digits only; any spaces in the number should be padded with zeroes. The field is 3 digits wide.

- The Work Order Number is composed of digits only; any spaces in the number should be padded with zeroes. The field is 5 digits wide.

- The Account Number is composed of digits only; any spaces in the number should be padded with zeroes. The field is 8 digits wide.

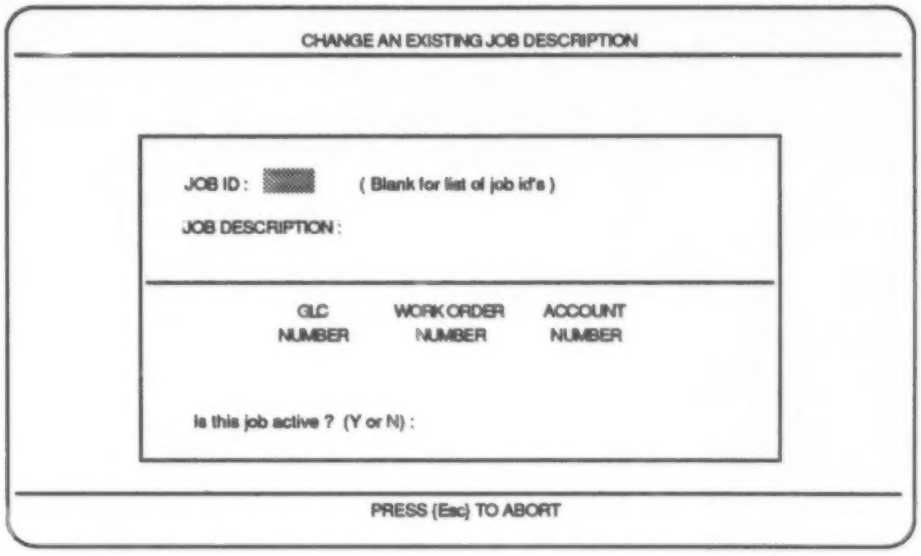
  These three fields – the GLC Number, the Work Order Number, and the Account Number – together make up the charge number associated with the Job Id. The charge number does not have to be unique in TAS.

When jobs are added to TAS, they are automatically given an ACTIVE status. The ACTIVE status may be loosely interpreted as an indicator that the job is in use and should be monitored by TAS. However, TAS imposes no restrictions based on the ACTIVE status of the job; inputs may still be processed for jobs which are not ACTIVE.

When all the required data have been entered, you will be asked to confirm the data by pressing the **{Return}** key, or to restart the process by pressing the **{Esc}** key. If you confirmed the data by pressing the **{Return}** key, TAS will create the job record and clear the panel for entry of another job.

3.7.2. Change an Existing Job Description

To change data for an existing job in TAS, select option 2 from the Job primary menu. The following panel will appear:


CHANGE AN EXISTING JOB DESCRIPTION
JOB ID :
(Blank for list of job id's)
JOB DESCRIPTION :
GLC NUMBER
WORK ORDER NUMBER
ACCOUNT NUMBER
Is this job active ? (Y or N) :
PRESS (Esc) TO ABORT

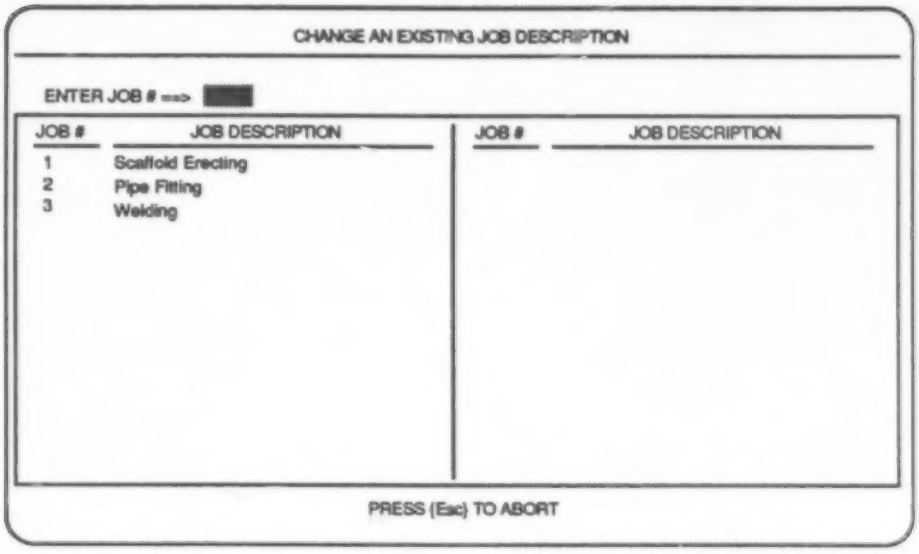
- The Job Id can be any integer value between 1 and 9999, inclusively, and must have been previously defined in TAS.

  If the Job Id does not exist in TAS, the following message will appear:

  **** JOB NOT FOUND ****

  To rectify the problem, retype the Job Id if it was incorrect, or use the **DEFINE A NEW JOB** option to add the job to TAS.

If the Job Id field is left blank, then TAS will display a list of jobs and their Job Ids, and ask you to select a Job Id.



If the job record is found, the data will appear on the panel, and you may make any necessary modifications. You cannot modify the Job Id.

- The Job Description may be up to 30 characters long, maximum. This description does not have to be unique within TAS.

- The GLC Number (General Ledger Control) is composed of digits only; any spaces in the number should be padded with zeroes. The field is 3 digits wide.

- The Work Order Number is composed of digits only; any spaces in the number should be padded with zeroes. The field is 5 digits wide.

- The Account Number is composed of digits only; any spaces in the number should be padded with zeroes. The field is 8 digits wide.

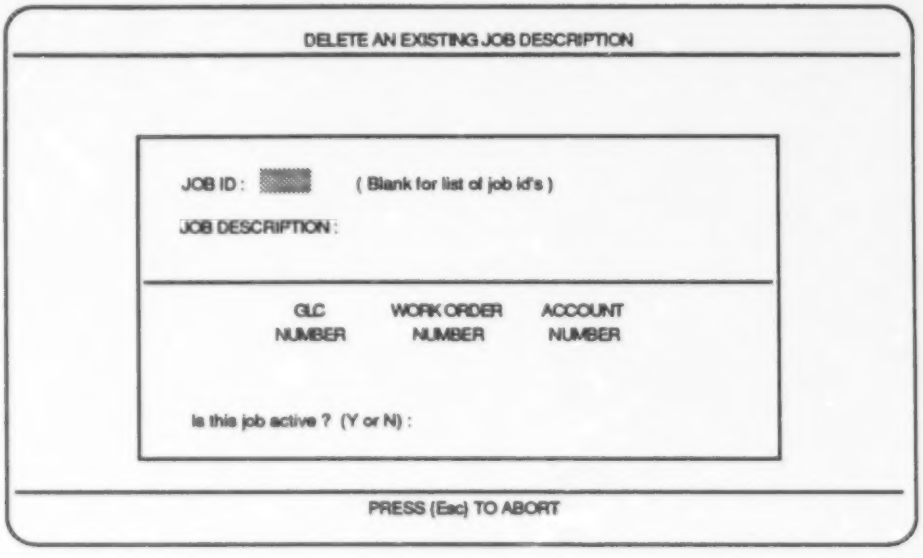
  These three fields – the GLC Number, the Work Order Number, and the Account Number – together make up the charge number associated with the Job Id. The charge number does not have to be unique in TAS.

- The Active status may be assigned the value 'Y' or 'N'.

Once all the changes have been made, you will be asked to confirm the data by pressing the **{Return}** key, or to restart the process by pressing the **{Esc}** key. If you confirmed the data by pressing the **{Return}** key, TAS will overwrite the old data with the new data.

3.7.3. Delete an Existing Job Description

To delete an existing job from TAS, select option 3 from the Job primary menu. The following panel will appear:


DELETE AN EXISTING JOB DESCRIPTION
JOB ID :
(Blank for list of job id's)
JOB DESCRIPTION :
GLC NUMBER
WORK ORDER NUMBER
ACCOUNT NUMBER
Is this job active ? (Y or N) :
PRESS (Esc) TO ABORT

- The Job Id can be any integer value between 1 and 9999, inclusively, and must have been previously defined in TAS.

  If the Job Id does not exist in TAS, the following message will appear:

  **** JOB NOT FOUND ****

  To rectify the problem, reenter the correct Job Id.

If the Job Id field is left blank, then TAS will display a list of jobs and their Job Ids, and ask you to select a Job Id.

If the job record is found, the data will appear on the panel, and the following warning message will appear at the bottom of the screen.

WARNING: All transactions for this job id will be deleted from TSF !

The job can only be deleted if there are no employees on fixed distribution who charge time to this Job Id via their primary distribution. If there are employees, active or not active, who are on fixed distribution and charge time to this Job Id via their primary distribution, then the following message will appear:

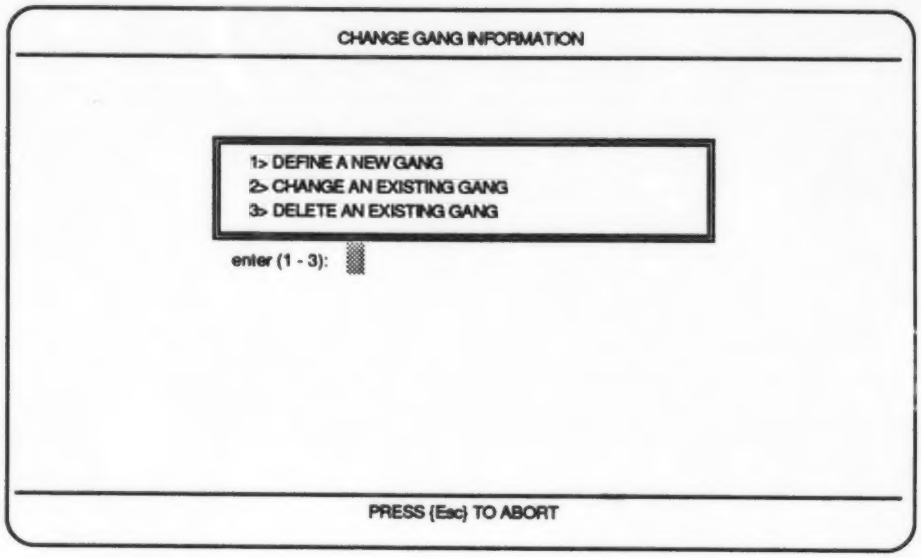
RESTRICTION: Job cannot be deleted. There are employees on fixed distribution who charge time to this job id.

To rectify the problem, make sure the correct Job Id was specified, or change the primary distribution for employees on fixed distribution who charge time to this Job Id, or place these employee on variable distribution, or remove these employees from TAS.

You are asked to confirm the deletion by pressing the **{Return}** key, or to abort the process by pressing the **{Esc}** key. If you confirmed the deletion by pressing the **{Return}** key, TAS will delete the job record, and remove all transactions in TSF for this Job Id.

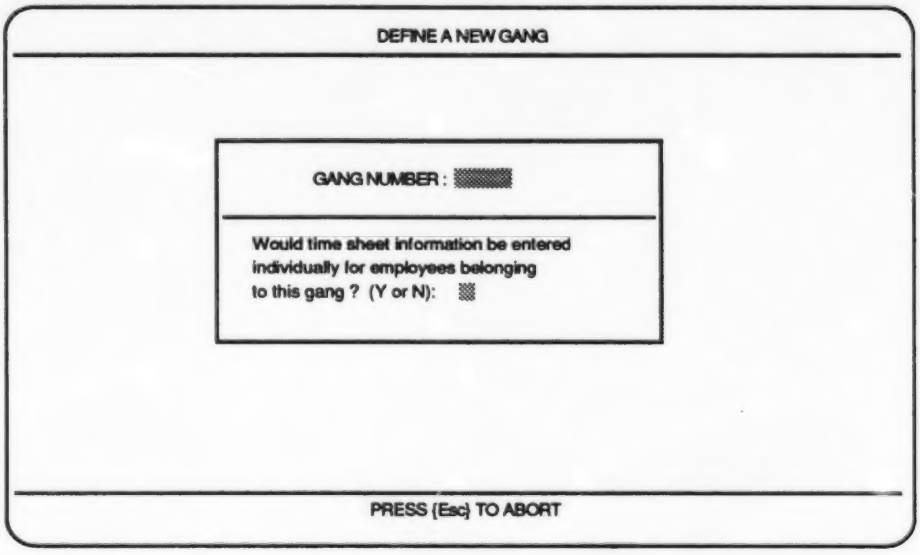
3.8. Change Gang Information

To change gang information, select option 8 from the TAS primary menu. The Gang primary menu will appear, as shown below. This option allows you to define, change, and remove information specific to gangs.


CHANGE GANG INFORMATION
1> DEFINE A NEW GANG
2> CHANGE AN EXISTING GANG
3> DELETE AN EXISTING GANG
enter (1 - 3):
PRESS {Esc} TO ABORT

3.8.1. Define a New Gang

To define a new gang in TAS, select option 1 from the Gang primary menu. The following panel will appear:


DEFINE A NEW GANG
GANG NUMBER :
Would time sheet information be entered individually for employees belonging to this gang ? (Y or N):
PRESS (Esc) TO ABORT

- The Gang Number is 4 characters long, maximum, and must be unique.

  If the Gang Number already exists in TAS, the following message will appear:

  **** Gang number already exists ****

  To rectify the problem, reenter the correct correct number .

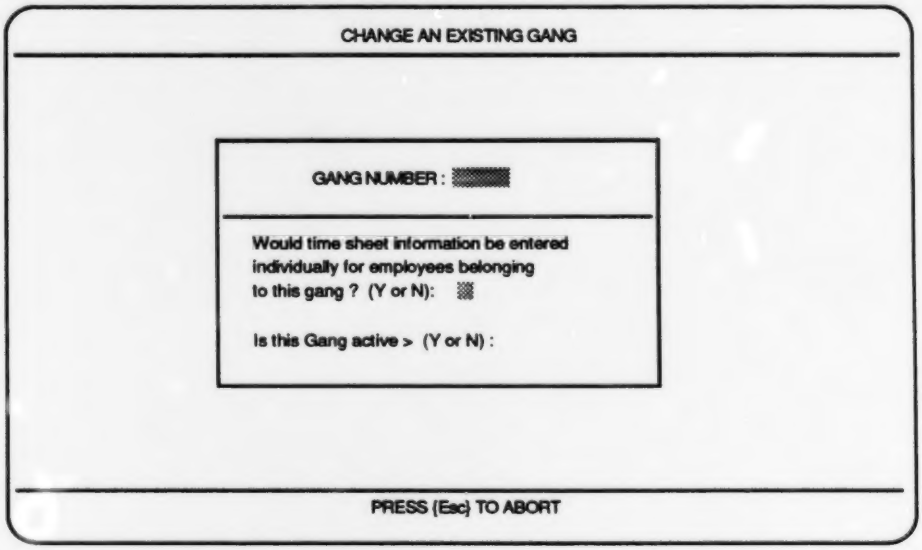
- The individual input status can have a value of 'Y' or 'N'.

When gangs are added to TAS, they are automatically given an ACTIVE status. The ACTIVE status may be loosely interpreted as an indicator that the Gang Number is in use and should be monitored by TAS. However, TAS imposes no restrictions based on the ACTIVE status of the gang; inputs may still be processed for gangs which are not ACTIVE.

After data have been entered into all requested fields, TAS will create a new gang record, and clear the panel for entry of another gang.

3.8.2. Change an Existing Gang

To change data for an existing gang in TAS, select option 2 from the Gang primary menu. The following panel will appear:


CHANGE AN EXISTING GANG
GANG NUMBER :
Would time sheet information be entered individually for employees belonging to this gang ? (Y or N):
Is this Gang active > (Y or N) :
PRESS (Esc) TO ABORT

- The Gang Number is 4 characters long, maximum, and must have been previously defined in TAS.

  If the Gang Number was not previously defined in TAS, the following message will appear:

  **** GANG NOT FOUND ****

  To rectify the problem, retype the Gang Number if it was incorrect, or use the **DEFINE A NEW GANG** option to add the gang to TAS.

- The individual input status can have a value of 'Y' or 'N'. However, you can only change the individual input status from 'Y' to 'N' if all employees belonging to the gang are on variable distribution. If there are employee belonging to the gang who are on fixed distribution, then the following message will appear:

  RESTRICTION: Input status cannot be changed from Individual to Gang because there are employees belonging to this gang who are on fixed distribution.

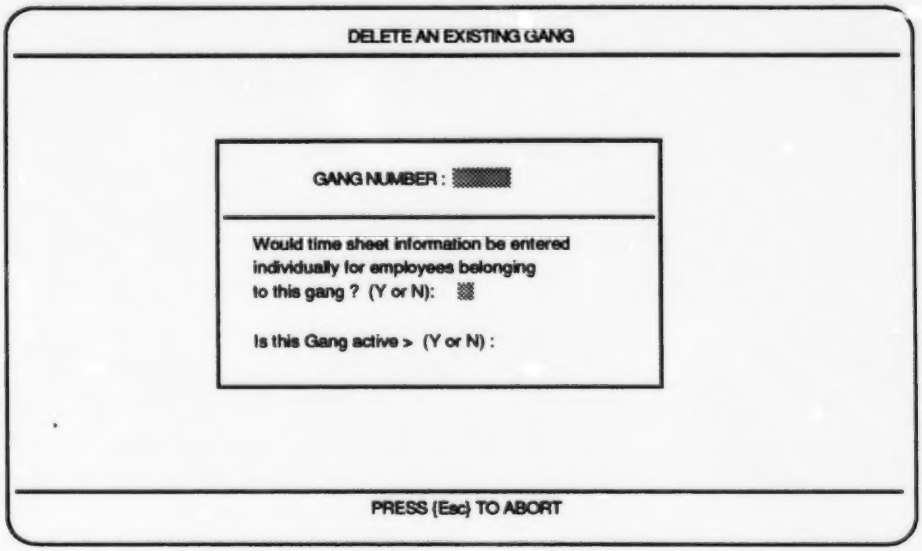
  To correct the problem, make sure the correct input status is being assigned to the gang, or remove the appropriate employee from the gang, or place all the employees in the gang on variable distribution.

- The Active status may be assigned the value 'Y' or 'N'.

If the new data is accepted, you will be asked to confirm the data by pressing the **{Return}** key, or to restart the process by pressing the **{Esc}** key. If you confirmed the data by pressing the **{Return}** key, then TAS will modify the existing employee record and clear the panel for modification of another gang record.

3.8.3. Delete an Existing Gang

To delete an existing gang from TAS, select option 3 from the Gang primary menu. The following panel will appear:


DELETE AN EXISTING GANG
GANG NUMBER :
Would time sheet information be entered individually for employees belonging to this gang ? (Y or N):
Is this Gang active > (Y or N) :
PRESS (Esc) TO ABORT

- The Gang Number is 4 characters long, maximum, and must have been previously defined in TAS.

  If the Gang Number was not previously defined in TAS, the following message will appear:

  **** GANG NOT FOUND ****

  To rectify the problem, reenter the correct Gang Number.

If the gang record is found, the data will be displayed on the panel. A gang can only be deleted if there are no employees, active or not active, belonging to the gang. If there are employee belonging to the gang, then the following message will appear:

RESTRICTION: This Gang cannot be deleted because there are employee who still belong to this gang.

To rectify the problem, make sure the correct Gang Number was specified, or remove all employees from the gang.

You are asked to confirm the deletion by pressing the **{Return}** key, or to restart the process by pressing the **{Esc}** key. If you confirmed the deletion by pressing the **{Return}** key, TAS will delete the delete record.

3.9. Creating Fiscal Year Files

The fiscal year file contains Fiscal Week numbers and their corresponding start dates and end dates for one fiscal year. To create a fiscal year file, you must do the following:

- From the DBASE III PLUS dot command environment, enter the following command:

  do crfiscal {Return}

  The following panel will appear:

  You are asked to enter the Fiscal Year for the file you want to create. The Fiscal Year must be in the range from 80 to 99, inclusively, and the previous year's file must exist !

  If the previous year's file does not exist, the program will be interrupted and the following messages will appear:

  File does not exist.
  ?
  use FISCALnn
  Called from - crfiscal.prg

  Cancel, Ignore, or Suspend? (C, I, or S)

  FISCALnn is the name of the previous year's file which DBASE could not find; "nn" is the previous Fiscal Year.

Enter 'C' to cancel the message and return to the DBASE III PLUS dot command environment.

If the fiscal year file you want to create already exists, the following message will appear:

FISCALnn.dbf already exists, overwrite it? (Y/N)

Enter 'N' to interrupt the program, and then enter 'C' to cancel the subsequent message and return to the DBASE III PLUS dot command environment.

- If the Fiscal Year number you entered was accepted, you will be asked to specify the starting date of the fiscal year. Do not confuse this date with the starting date of the calendar year.

- Once the start date of the fiscal year has been entered, you will be asked to specify, in turn, the number of fiscal weeks in each fiscal month of the fiscal year.

- After the numbers have been entered for all twelve months, the program will create the fiscal year file, and return to the DBASE III PLUS dot command environment when the task is completed.